Academic Support Committee Minutes
March 5, 2012
3:00pm
CTE

Present: Bill Nedrow, BriAnne Nichols, Jackie Werner, Pat Prentis, Mukesh George, Lucy Smith, Leslie Hunter, Bob Greenwald, chair

Guest: Marge Stabile

Absent: Pat Zinga, Deborah Baness-King, Ric Segovia, Ed Konstanty

I. Approval of February minutes
   - Minutes were approved with no changes (Hunter/Nedrow)

II. Updates on HLC
   - Marge clarified the criteria to research and comment on; she will return in April for reports. She provided a link (www.ncahlc.org) for clarification.
   - Our deadline is to submit reports TO THE CHAIR by March 28. He will compile and submit to Marge for the April meeting.

III. Mandatory Placement
    A. Policy update
    - A draft was discussed. The final recommendation is as follows:

Mandatory testing, as outlined in Board Policy 5201, is critical in ensuring that students begin academic coursework at the appropriate levels. In addition, after being assessed and appropriately placed, students must successfully complete any and all required developmental coursework (RHT 085, 086, 095, and 096, and MAT 045, 055, and 085) during their first semester, and the necessary subsequent semesters, before enrolling in courses with the respective reading, writing, and/or math skill requirements. Dependent on level of placement within the developmental sequence, students may have to complete successfully additional developmental coursework before taking courses with skill requirements. This practice allows students to become introduced to the learning process and build the skills needed to move into the next level of college coursework. This practice increases the likelihood of successful program completion.

"Students scoring in the developmental range on the English placement test must enroll in appropriate college reading and/or writing courses prior to registering for 12 or more academic credit hours.”- This appears in Board Policy 5201; it would have to be removed OR the preceding paragraph would need to replace this sentence.
B. Our role in implementing Mandatory Placement

An item from the list of the following ideas will be our next focal point:
AtD implementation plan (Counseling action plans – major specific and adjustable;
appeals process/waiver form assessment; Academic advising tool- online like Career
Counseling’s online tool; Assessment of cut-off scores every two years; testing and
placement policy as one document?; mandatory orientation before testing takes place;
grade change policy)- ask research to run a report on those students who retook a class
and either did or did not replace the grade.

IV. Announcements or Other
- March 13, the president to gather staff to meet with Dev Ed students in B204-210 from 12-
  1:30pm.
- March 28, Library and CAAS storytelling event in the Library from 12-1:30pm.
- March 29, PICU in the cafeteria from 10am-1pm.

V. Adjournment
- The meeting was called at 4pm (Nichols/Hunter).

Next meeting: Monday, April 2, 3pm-CTE

Academic Senate

Marketing Subcommittee Meeting Minutes  February 7, 2012

Present: Sandy Schusteff, Marc Battista, Susan Quinn, Sue Smedinghoff,
Mike McGuire (Chair)

The Committee’s role in Triton’s re-Accreditation

Item 1-A – The institution’s mission documents are clear and its mission guides its operations.
With regard to the College’s Mission Statement, a review of the buildings’ signage revealed the
following:

<table>
<thead>
<tr>
<th>Building</th>
<th>Mission Statement Signage</th>
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<tbody>
<tr>
<td>A</td>
<td>Current mission Statement</td>
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<tr>
<td>B</td>
<td>Current mission Statement</td>
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<td>C</td>
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<td>T</td>
<td>Current mission Statement</td>
</tr>
</tbody>
</table>

The Mission documents are available on the Web site, in the catalogs, and cited in other documents distributed by the college.

**Item 1-C** – *The institution demonstrates commitment to broad public interests.*

The Mission and Vision statements accentuate the college’s focus on its community as well as the student body.

There are numerous community organizations to which Triton belongs, and actively participates in:

- Chambers of Commerce
- Planning Area Councils
- Veterans Administration
- Community Advisory Meetings
- K-8 Community Alliances
- Interfaith Community and Campus Challenges

**Item 1-A** – *The institution presents itself clearly and completely to the public with regard to its program requirements, costs to students, faculty and staff, control, and accreditation relationships.*

Academic requirements are detailed in the college’s catalog.

Costs are detailed in the college’s catalog and Semester Schedule publications.

Faculty listings are available on the Website. Department Chairs/Coordinators are cited in the Catalogs.

Accreditation is included in the catalog. It is suggested that additional detail regarding its importance be included – differentiating between National and Regional accreditations. Adding a glossary to the catalog might simplify listing this and any other important definitions, instead of rewriting a number of individual entries throughout the publication.

The Web Page mentions the college’s accreditation, but as is the case with the catalog, expansion of the information is felt to be needed. Presently, this is done via a link to the accrediting agency’s site, and locating additional details becomes an additional task for the viewer. Including details on the college’s Web Site about the importance of accreditation, the types of accreditation, and so on, makes it easier for the visitor to find and understand this important credential.

**Item 5-B** – *The institution’s governance and administrative structures promote effective leadership and support collaborative processes.*

It was felt there was no input from the Marketing perspective regarding this item.
Academic and Scholastic Standards Committee Minutes
February 6, 2012 – 2:30 pm

Members In Attendance — Jennifer Burkett, Julie Gilbert, Sue Collins, Ric Segovia, Tracy Wright, Marie-Ange Zicher, Charmi Desai, Kathy Marcovich

- December minutes were approved (motioned: Kathy; 2nd: Tracy)

- Tracy had volunteered at the December meeting to update the ASSC Website. Julie had completed the necessary form to grant Tracy access to the website. As IT has contacted Tracy with some questions, the details of that will be ironed out by Julie with IT so that Tracy can make the necessary changes to the site. Julie provided an updated listing of the current committee membership.

- Meeting time is now set for 2:30 pm. We will be in the CTE again in May but will be either in the parachute lounge (B130-A) or a classroom near the CTE for March and April.

- Discussion regarding the status of the DSST portion of the Comparable Credit draft document was tabled as Amanda was not present to report feedback from the presentation to the deans. Julie will follow up with Amanda about where we are in the process with comparable credit and DSST specifically. The committee hopes to present the updated Comparable Credit draft document to Senate in March or April.

- The HLC self study is now with VP Stabile. We will wait to hear back from her regarding any future information needs from our committee.

- Julie reported on the discussion at December’s Academic Senate meeting regarding the Mandatory Placement Policy. ASSC will contribute in a research role. Ric has provided an eNewsletter from Achieving the Dream which includes the names of the new leader community colleges. The committee agreed to divide up the work of researching the AtD schools and other local community colleges to learn more about their approaches to mandatory placement. Additionally we will also review the policy previously recommended by Triton’s Developmental Education Task Force. The committee discussed the information to be gathered and Jennifer will design a template that can be used to collect the data. Julie will compile the research for presentation at Senate.

The meeting was adjourned at 3:15 pm

Respectfully submitted, Jennifer Kumi Burkett
CALL TO ORDER

The regular meeting of the ASS Committee was called to order at 02:30 pm on 5 March 2012 at Triton College G109 by Julie Gilbert:

Present were:

Julie Gilbert Chair, Triton School of Business & Technology Accounting dept., AAS Committee Chairperson
D. Lenier Anderson Faculty, Triton School of Business & Technology CIS dept.
Jennifer Burkett Faculty, Triton School of Arts & Sciences Math dept. …
Charmi Desai Student representative from Scholars Program
Tracey Johnson (new member) Faculty, Triton School of Allied Health. …
Amanda Turner Associate Dean, Enrollment Services

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Approval of Minutes

The minutes of the previous Feb 2012 meeting were unanimously approved as distributed. Spelling correction of Ric’s name was noted.

C. Open Issues

1. ASSC website update.
   a. Julie Gilbert: Tracy Wright and Triton IT are working out some issue re: access permissions and process. Progress will be reported in Apr meeting.

2. Comparable Credit (Experiential Education Draft Document) –
   a. Amanda Turner: Deans’ Requirements. There was some back-and-forth with the issue of administrative involvement. Agreement that request goes to Chair and then to Dean, VP not involved. The committee reviewed Amanda’s revisions to the draft incorporating the Deans’ changes and fine tuning of wording.
   b. Triton College is as a DSST testing site is pending Sylvan Prometric approval of draft agreement. Jennifer Burkett suggested amending the draft language to include a contingency statement regarding Triton as a testing site and related fees in order to present the document to Academic Senate regardless of approval status by Sylvan Prometric. General agreement with suggestion. Moved and seconded.
   c. ASSC plans to schedule presentation to Senate in April pending final approval by the Deans at their meeting next week. Amanda will report the results from the Deans’ meeting.
3. ASSC’s participation in the (new) mandatory placement initiative – research mandatory placement policies, including (successful) comparable schools.

a. Julie Gilbert: Presented committee’s research results (Kudos to Jennifer, Sue, Ric, Charmi, & Kathy for their contributions). Julie shared a “thank you” email from Dr. Michael Flaherty, Chair, Academic Senate for the committee’s work.

b. The members discussed the research findings. General theme: not all schools forbade classes before mandatory testing.

1. Julie shared an article sent by Ric Segovia titled “Too many community college students are placing into remedial classes, studies find”. The members discussed the article and the implications for Triton College’s policy. Amanda and Jennifer discussed Virginia Community College System (VA CCS) use of adaptive testing. Jennifer will send information regarding this school to the members.

Adjournment:
Meeting was adjourned at 03:30 pm by Julie Gilbert. The next general meeting will be at 02:30 pm on Apr 2 2012 at Triton College, location TBA.

Minutes submitted by: D. Lenier Anderson
Assessment Committee  
Meeting 2 Minutes  
March 7, 2012

In attendance: Larry Manno, Robin Meade, Mary Ann Tobin, Bill Justiz, Shyla Rankin, Sue Rohde, Faon Grandinetti, Jonathan Paver, Bob Greenwald, Carol Lynch, Mary Casey-Incardone, Maxi Armas, Tereza Dyer

The meeting began at 2 PM in room E-210.

Creation of Focus Groups
The committee created two focus groups. One group will focus on how the Assessment Committee can better engage faculty to perform more meaningful assessments, and the other group will work on completing the Assessment Handbook.

Results of Assessment Plan Survey
The results of the assessment plan survey were reviewed. According to the results, the majority of faculty who responded to the survey said they were pleased with the assessment plan form and would like to use it in the future to create assessment plans. However, it was agreed that improvements need to be made to the form. The Assessment Committee will use the results of this survey to modify the assessment plan form for future use.

Assessment Report Form
The committee finalized the assessment report form. This form can be used by faculty to record the results of their assessments. As explained in the Assessment Process Form, which was distributed to all faculty in October 2011, the Assessment Report should be submitted no later than June 15. A link to this form will be sent to all faculty in April.

Committee Membership
Based on suggestions made at the last Senate meeting, the committee revised its proposed membership. It was unanimously agreed that the committee should consist of the following voting members:

- Eight (8) full-time faculty members from the following areas: four (4) from Arts and Sciences, two (2) from Business and Technology, one (1) from Health Careers and Public Services Programs, and one (1) from Counseling.
- Two (2) adjunct faculty members
- One (1) representative from Research and Institutional Effectiveness
- One (1) academic dean
- The Director of Teaching and Learning
- One (1) representative from Continuing Education
- One (1) representative from Adult Education
Curriculum Report: 3/13/2012
The following curriculum was submitted for approval to the Senate:

HTH 202: Culture and Food- new course
230A36: Health Sport and Exercise Science AS degree- revised curriculum

C206L: Culinary Arts Degree- updated
HIA228: Specialty Baking and Pastry- updated

CJA181: Juvenile Delinquency and Law- updated
CJA201: Criminology- updated

ACC151: Intermediate Accounting I- changed to a 200 level course
ACC152: Intermediate Accounting II- changed to a 200 level course
ACC157: Principles of Auditing- changed to a 200 level course

ACC296: Special Topics in Accounting- updated
BUS150: Principles of Management-updated
BUS200: Introduction to Human Resource Management-updated
BUS240: Compensation and Benefits-updated

BUS106: Introduction to Word Perfect- deleted course

Sue reminded everyone of the review process that submitted curriculum follows to be approved and the rationale for the detailed examination of the submission since curriculum reflects the character and quality of Triton College.

The most current forms and the calendar of Curriculum deadlines are posted online on the college’s intranet and internet websites.
**MEMO**

**TO:** Dr. Douglas Olson  
**FROM:** S. Campos, C. Antonich  
**DATE:** Monday, March 12, 2012  
**RE:** College Curriculum Committee item(s) from March 1, 2012 for Academic Senate on March 13, 2012

<table>
<thead>
<tr>
<th>CCC Number</th>
<th>Item/Description and Summary</th>
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| HTH 202    | **Culture and Food**         | Effective Date: 8/26/2012  
Lab Fee: $0.00  
Proposal Type: New Course  
Summary: 3 credits; 3 lecture  
Rationale: Creation of a new course complements the higher-level nutrition courses at four-year universities. University of Illinois at Chicago and Dominican University both offer equivalent courses and bachelor's degrees in Nutrition for students who may choose to transfer upon completion of coursework at Triton College. Transfer students intending to pursue a degree in Nutrition, Health or Culture can complete their Nutrition course while at Triton College. This course will be offered as an elective in the Personal Trainer program and as a required course in the Wellness Concentration of the Associate Degree of Exercise Science and will be added to the Pre-professional Degree's new emphasis of Nutrition and Dietetics. This course will be an option for prospective students pursuing a higher degree in Nutrition, Exercise Science, Medicine, or Health and Wellness; or as an elective toward many AS or AA degrees. This course will be submitted to the IAI for review by the Humanities and Fine Arts general education panel (HFS056D), which when approved, will fulfill the Human Diversity requirement. |
| HIA 228    | **Specialty Baking and Pastry** | Effective Date: 8/26/2012  
Proposal Type: Revised Course  
Summary: lecture from 2 to 1; lab from 3 to 4  
Rationale: The change of lecture and lab hours has been supported by faculty and verbally by Advisory Committee to avoid the students being charged additional monies for non-reimbursed  
| CJA 181    | **Juvenile Delinquency & Law** | Effective Date: 8/26/2012  
Proposal Type: Revised Course  
Summary: course description change; update to current course outline format  
Rationale: CJA 181 has been revised for the purpose of adding the  
| CJA 201    | **Criminology** | Effective Date: 8/26/2012  
Proposal Type: Revised Course  
Summary: course description change; update to most recent course outline format  
Rationale: CJA 201 has been revised for the purpose of adding the assessment objectives and adhering to the new curriculum format. This course is also up for IAI Five-year panel review. (IAI: CRJ 914) |
| C206L      | **Culinary Arts Degree**     | Effective Date: 8/26/2012  
Proposal Type: Revised Curriculum  
Summary: program description change  
Rationale: The program description has been changed to add program objectives that are measurable for program outcomes, as part of the assessment process. |
Health, Sport & Exercise Science

Degree

Proposal Type: Revised Curriculum
Summary: delete HTH 110, HTH 150, HTH 213; add HTH 202, HTH 210, PSY 207

Rationale: The "Wellness Concentration" was revised with a new title of "Wellness and Nutrition" to reflect a change in coursework geared towards nutrition and weight control issues, which is a major health epidemic in our nation. The government has set goals in their Healthy People 2020 initiative to improve the nation’s health with various goals and objectives. Within this 10-year agenda one of the major goals is to promote health and reduce chronic disease risk through the consumption of healthful diets and achievement and maintenance of healthy body weights. The revision of the "Wellness Concentration" is to train future professionals in ways and means to reach these goals within the public spectrum. Three courses have been added, three courses have been deleted from this concentration. HTH202, "Culture and Food" covers issues relating to nutrition, based on an individual's culture. HTH210, "Diet, Weight Control, & Exercise" emphasizes the practical application of current information relating to weight loss, physical fitness improvements, weight control and proper nutritional habits. PSY207, "Health Psychology" was imperative to add because behaviors need to be implemented that is covered and used by health psychology professionals to understand how to facilitate healthy lifestyle behaviors within the general public. Various professionals, including health and psychology instructors, as well as nutritionists have reviewed the changes and have accepted the curriculum revision as beneficial within the academic setting to train future health and wellness professionals.

Accounting Certificate

Proposal Type: Revised Curriculum
Summary: revise ACC 151 to 251, ACC 152 to 252, ACC 157 to 257; delete BUS 106; program description change

Rationale: Per recommendation by the Business Advisory Committee that met on October 19, 2011, BUS 106 was deleted, as the course content is covered in other business courses. The course numbers for ACC 151, 152 and 157 have been changed from a 100-level to a 200-level designation in alignment with accounting courses similar in content and rigor at other community colleges in the area.

Accounting & Business Administration

- Proposal Type: Revised Curriculum
Summary: revise ACC 151 to 251, ACC 152 to 252; delete BUS 106; program description change

Rationale: Per recommendation by the Business Advisory Committee that met on October 19, 2011, BUS 106 was deleted, as the course content is covered in other business courses. The course numbers for ACC 151, 152 and 157 have been changed from a 100-level to a 200-level designation in alignment with accounting courses similar in content and rigor at other community colleges in the area.

Intermediate Accounting I

Proposal Type: Revised Course
Summary: course number to '251'; course description change

Rationale: Per recommendation by the Business Advisory Committee that met on October 19, 2011, the course number has been changed from a 100-level to a 200-level designation in alignment with accounting courses similar in content and rigor at other community colleges in the area.

Intermediate Accounting II

Proposal Type: Revised Course
Summary: course number to '252'; course description change

Rationale: (see Rationale for ACC 151)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Effective Date</th>
<th>Proposal Type</th>
<th>Summary</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 157</td>
<td>Principles of Auditing</td>
<td>8/26/2012</td>
<td>Revised Course</td>
<td>course number to '257'; course description change</td>
<td>Per recommendation by the Business Advisory Committee that met on October 19, 2011, the course number has been changed from a 100-level to a 200-level designation in alignment with accounting courses similar in content and rigor at other community colleges in the area.</td>
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<td>ACC 286</td>
<td>Special Topics in Accounting</td>
<td>8/26/2012</td>
<td>Revised Course</td>
<td>course description change</td>
<td>Per recommendation by the Business Advisory Committee meeting on October 19, 2011, all Accounting and Business course outlines be updated and put on the current course outline form, which includes 'Overall Goals', 'Assessment', etc.</td>
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<tr>
<td>BUS 106</td>
<td>Introduction to WordPerfect</td>
<td>8/26/2012</td>
<td>Delete Course</td>
<td></td>
<td>Per recommendation by the Business Advisory Committee meeting on October 19, 2011, BUS 106 has been deleted, as the course content is covered in other Business courses.</td>
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<tr>
<td>BUS 150</td>
<td>Principles of Management</td>
<td>8/26/2012</td>
<td>Revised Course</td>
<td>course description change</td>
<td>Per recommendation by the Business Advisory Committee meeting on October 19, 2011, all Accounting and Business course outlines be updated and put on the current course outline form, which includes 'Overall Goals', 'Assessment', etc.</td>
</tr>
<tr>
<td>BUS 163</td>
<td>Legal and Social Environment of Business</td>
<td>8/26/2012</td>
<td>Delete Course</td>
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<td>(see Rationale for BUS 106)</td>
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Printed: 3/12/2012
Sustainability Center

Adrian Fisher (English), Coordinator • Joe Beuchel (Biology), IGEN Faculty Liaison

Website: http://www.triton.edu/sustainability • Phone: 708-456-0300 Ext 3848 • Email: afisher@triton.edu

Sustainable development is the ability of a society to meet "the needs of the present without compromising the ability of future generations to meet their own needs." Funded by the Illinois Green Economy Network, the Triton College Sustainability Center is dedicated to helping Triton College move forward in the areas of green campus, community, careers, and curriculum. Triton has joined AASHE, signed the IGEN Intergovernmental Agreement, and achieved the Bronze level of the Governor’s Sustainability Compact.

Greening Your Curriculum Workshops

In November, 2011, almost 60% of respondents to the Triton Greening Your Curriculum Faculty Survey reported that they incorporate environmental issues and sustainability topics into their courses at least some of the time. IGEN and Triton have a goal of infusing sustainability throughout the entire curriculum so that no matter what course a student is taking, that course will include some aspect of sustainability.

The Center for Teaching Excellence and the Sustainability Center are co-sponsoring Greening Your Curriculum workshops this spring. All faculty members are invited to join the conversation. Descriptions are in the registration page and in the CTE Catalog.

- GYC: The Environmental Challenge, March 26, 1-2:30 PM
- GYC: Nifty and Useful Green Videos, April 23, 1-2:30 PM

Sustainability Month

Earth Day is April 22, but the Greening the Campus Committee and the Sustainability Center have so much scheduled that "Sustainability Month" will stretch from March through May. Planned activities include: “Sustainable Triton” College Hour on Thursday, March 29, 2 PM; dedication of a new Green Resources area in the Triton Library, Monday, April 16, 2:30 PM; showings of Green Fire in the ETRC April 16 & 19, 3 PM; and E-waste/Meds collection Saturday, May 5, 9 AM – 1 PM.

The public is invited to Triton’s Sustainable Thursdays: three free evening programs in April, all 7-9 PM.

- April 5: How to Start a Community Garden, featuring Openlands community garden expert Julie Samuels
- April 12: Weatherization Workshop for Homeowners, featuring MEEA representative Lisa Sims
- April 19: A screening of Green Fire, the fine documentary about the great conservationist Aldo Leopold