Academic Support Committee Minutes

April 2, 2012

3:00pm

CTE

Present: Bill Nedrow, Jackie Werner, Pat Zinga, Mukesh George, Deborah Baness-King, Hanan Merheb, Ed Konstanty, Regina Hughes, Leslie Hunter, Bob Greenwald, chair

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

II. Updates on HLC
   - The group self-edited the document “2013-2014 HLC Reaffirmation of Accreditation Worksheet”- several changes were made, along with a few additions. The revised version will be forwarded to Marge Stabile, who will be at the May 7 meeting to comment.

III. Mandatory Placement
   - Policy update- Senate report

IV. Announcements or Other
   - The Library renovation is nearly complete. The flooring is done. The front doors to the library remain locked until security gates are in place.
   - April 16, Fall registration begins

V. Adjournment
   - The meeting was called at 3:45pm (Nedrow/Hunter).

Next meeting: Monday, May 7, 3pm- CTE
Meeting Date: March 14, 2012
Meeting Time: 2:00pm

Attendees:
Liz Brindise, Gab Guzman, Annette Jajko, Peggy Murnighan, Preet Saluja, Lucy Smith, Mary Ann Tobin, Marie-Ange Zicher

The committee welcomed a new member, Annette Jajko. Her experience and passion are welcome additions to the PDC.

The committee had a lengthy discussion and working session on the fall faculty workshop. We met with VP Olson and AVP Martin to discuss potential topics and speakers.

Dr. Sonya L. Armstrong the Director, College Learning Enhancement Program and Asst. Prof. of Postsecondary Literacy at NIU will conduct a workshop on April 11 at 1pm in the CTW regarding academic literacy and strategies for instructors of gateway and dev ed courses. She is also the contact regarding the possible cohort at Triton for PGU based coursework on Adult Literacy.

The CTE has scheduled the Faculty Recognition Open House for April 18. Honorees include our ICCTA nominee Julie Gilbert as faculty of the year and three outstanding adjunct faculty: Goeff Hiller, Edward Constanty, and Robert Locke. Also newly tenured faculty will be recognized. Please join us from 2 to 4 in B204.

Next meeting is scheduled for April 19.
Quality of Life Committee (QLC)

Minutes: February 15, 2011

Attendance: Bill Decker, Steve Mazurek, Deborah Baness King, Humberto Espino, Jeff Sergeant, Jennifer Smith, Christina Brophy, Kathi Deresinski

Old Business:

Self-study process for Higher Learning Commission (HLC)

Bill Decker facilitated a discussion to determine the criteria relevant to our committee. A number of Strengths, Challenges and Recommendations were reviewed and determined to be appropriate for our committee. We will continue the conversation at our next meeting.

To expedite the next meeting, members are requested to review past meeting minutes and have further discussions to determine what our group has done or are doing to meet the recommendation.

Safety Awareness Poster

The discussions of the specifics related to the poster were tabled for a future meeting. There was some conversation regarding placement of the posters, which would then assist with development of its content. Dean King stated that posters not only should be placed in the classrooms but other areas with high student volume (library, locker rooms, etc.) In addition, we can also provide information on the LCD plasma screens.

New Items:

Lighting/Visibility

New light Fixtures are being installed on campus; will assist with more visibility. Installation should be completed in the weeks to come.

Next meeting: (Meeting cancelled)

Thursday, March 15

2:00PM

E-209

Next meeting:

Thursday, April 19

2:00PM

E-209
Assessment Committee
Meeting 3 Minutes
Wednesday, April 4 from 2-3 PM in E-210

In attendance: Larry Manno, Mary Ann Tobin, Jonathan Paver, William Justiz, Bob Greenwald, Maxi Armas, Robin Meade, Tereza Dyer, Sue Rohde, Carol Lynch, Mary Casey-Incardone, Mary-Rita Moore, and Cheryl Antonich

1.) Robin Meade and Carol Lynch gave the committee a brief presentation about the assessment fair they attended at Oakton Community College.

2.) The committee approved the recommendations put forth by the focus group created to explore ways to better engage the college campus in the assessment process. The focus group met at 2 PM in E-210 on Thursday, March 29. The committee consisted of Larry Manno, Mary Ann Tobin, Jonathan Paver, William Justiz, Bob Greenwald, and Maxi Armas. Recommendations were as follows:

- **Get rid of assessment liaisons** (Rationale: We are currently assessing 48 programs and, as a result, have 48 liaisons. Eventually, we will be moving towards assessing all programs on campus, which means there would be more liaisons. It would be a difficult task keeping track of all of these liaisons.)

- **Assessment Committee will send all assessment information to chairs/coordinators, and they will provide faculty members in their areas with the information.** (Rationale: There are approximately 26 chairs and coordinators, and it will be easier to keep track of where information is being sent. Chairs/coordinators can then delegate assessment responsibilities to members of their department.)

- “**Assessment days**” **for each department/area** (Rationale: Members of the Assessment Committee will schedule a time to meet with each department/area to go over the assessment process with them.)

Based on the above recommendations, we developed a timeline of assessment activities for each academic year.

**Fall Semester**

- Assessment Chair attends one chairs’/coordinators’ meeting
- Assessment Chair attends one academic deans’ meeting
- **September:** Assessment Chair sends links to Assessment Implementation Report and Assessment Plan Form to chairs/coordinators
- **October (Assessment Month):** Representative from the Assessment Committee meets with individual departments/areas to go over the assessment process
- **October brown bag session:** Closing the loop on previous academic year’s assessment and creation of new assessment plan
- **November 15:** Assessment Implementation Report (from previous academic year) and Assessment Plan (for upcoming academic year) are due
Spring Semester

- Assessment Chair attends one chairs’/coordinators’ meeting
- Assessment Chair attends one academic deans’ meeting
- April: Assessment Chair sends link to Assessment Report Form to chairs/coordinators
- April brown bag session: completing assessment report form
- April: Campus Assessment Day???
- June 15: Assessment Report is due

3.) In light of new happenings (assessment requirements, HLC accreditation, institutional assessment, general education outcomes, etc.), the committee discussed its role and what its major focus should be. It was suggested that this discussion should occur at Academic Senate.

Questions for discussion at Senate:

From the perspectives of all relevant areas, what should be the mission, vision, role(s), etc. of the Assessment Committee?


Academic and Scholastic Standards Committee (ASSC) Report

April 2, 2012

Members in Attendance: Julie Gilbert, Jennifer Burkitt, Tracy Wright, Kathy Markovich, Charmi Desai, Sujith Zachariah, Noe Reynoso, Marie-Ange Zicher, Susan Collins.

Meeting called to order at 2:35 pm

Chair Julie Gilbert announced that Blanca Gutierrez will replace Hanan Merhab as a member of the committee. Noe Reynoso was representing Blanca and Sujith Zachariah was representing Amanda Turner at this month’s meeting

Minutes of the March 2012 meeting reviewed and approved as they stand (Jennifer Burkitt moved to approve with Kathy Markovich seconding)

Old & New Business

A. Comparable Credit: After the Deans’ review, the document was finalized and the most recent draft was circulated with the revised section on Portfolio Evaluation presented. The committee’s comments/questions follow:
- Cost of CAEL portfolio course and cost of portfolio review seemed high when compared with the cost of Triton College courses or community college courses in general. The members’ response is that the portfolio credit saves the student time in completion of a degree or certificate.
- How does CAEL evaluate courses for Triton College credit? members believe that CAEL would refer to course outlines. Julie will follow up with Amanda and other resources and report back to the committee.
- Would any of the CAEL costs be covered by financial aid? The members do not believe these costs would be covered.
- Will the college benefit financially from offering the CAEL portfolio course or from CAEL’s evaluation of portfolios? Perhaps there should be a nominal fee charged on behalf of the college.
- What is the scope of subjects CAEL will evaluate? For example, can CAEL evaluate portfolios regarding experience in cooking or in health care areas (i.e. medical experience in the military)?

Julie will research the answers to these questions with Amada Turner, and other sources as needed, and report back to the committee. The committee feels that these questions are more application than policy oriented. If the committee agrees with the answers to these questions, the document is ready to move forward to Academic Senate.

B. Senate presentation on Comparable Credit considered for April 10 meeting
   a. Julie Gilbert reviewed the previous slides on Comparable Credit from the 2011 College Hour and took suggestions for revisions
   b. She will check with Dr Flaherty to determine if ASSC is able to obtain a spot on the April 10 agenda to present the Comparable Credit findings

C. A reminder that the final meeting for this academic year is scheduled for May 7, 2:30 pm in Room E 204. Julie may contact the members regarding a time adjustment to 3:30 and/or a location adjustment due to a scheduling complication.