Academic & Scholastic Standards Committee Minutes
November 3, 2014

CALL TO ORDER

The regular meeting of the Academic & Scholastic Standards Committee was called to order at 2:30 pm on November 3rd, 2014 at Triton College F214 by Julie Gilbert.

Present were:

Julie Gilbert, David Bowen, Marilyn Craig, Sandy Hughes, Veronika Kneblova, Jesus Magana, Kent Randall, Ric Segovia, Marie-Ange Zicher. Guest: Henry (Chuck) Bohleke

1. Housekeeping

- The minutes of the previous October 6th, 2014 meeting were unanimously approved as distributed.
- The remaining meeting schedule for Fall 2014 is: December 1st in F214 at 2:30 PM.

2. Old & New Business

- Testing Center Policies Handout
  Tabled for November. Sujith (Zach) Zachariah will provide us with an update on the progress of the new testing center policies handout during December’s meeting.

- Action Champions
  The committee has two action champions: Sujith (Zach) Zachariah (member of the committee) and Quincy Martin. Julie invited Quincy to the committee meeting for an update on the action item (tactic) he is championing that is assigned to the committee. The committee would like further information about the item including assistance the committee may provide and a general exchange of ideas as part of our new shared governance model. Quincy provided Julie with an overview of the timeline for the tactic which she shared and he will meet with the committee in December.
  Julie has also been in contact with Pamela Perry. Pamela will visit ASSC and other committees to discuss: the role of the Committee Chairs and the Action Champions with respect to the Strategic Plan; and challenges encountered with the new shared governance model in its first semester of operation. The committee is scheduled to meet with Quincy and Pamela during our December meeting.

- Committee Mission Statement Revision
  Julie reported the feedback she received on the proposed changes to the committee’s mission statement. It was suggested that the proposed change “…is a standing committee of the Academic Senate Student Working Group…” be left as “…is a standing committee of the Academic Senate…”. The proposed change “…credit by exam assessment…” was largely accepted. The (voting) members in attendance unanimously agreed with the Senate feedback eliminating the first proposed change and to only change the second statement as noted above. Julie
will present the modified mission statement at the November Academic Senate meeting. Members are asked to email the committee with any additional suggested changes.

- **Proposed New Student Evaluation Forms: “Course Evaluation Scale”**
  The committee reviewed the new proposed evaluation forms (“Course Evaluation Scale” and “Online Course Evaluation Scale”) and a list of specific suggestions have been sent to Gabe Guzman as requested. The committee commends the excellent work completed to date on the proposed forms. More detailed minutes containing the list of specific suggestions have been condensed for this report to Academic Senate. The committee Chair will provide the more detailed list or minutes to any interested parties upon request.

- **PARCC Sample Information**
  Tabled until December meeting due to time.

3. **Adjournment** The meeting was adjourned at 3:45 PM by Julie Gilbert.

Respectfully submitted,
David Bowen
ASSC MISSION STATEMENT

The Academic and Scholastic Standards Committee is a standing committee of the Academic Senate specifically responsible for reviewing and recommending revisions for academic and collegiate standards. Responsibilities include such functions as reviewing and recommending student academic standards, or policies (e.g. withdrawal requirements, probation and dismissal, academic honesty, "I" grades, credit by exam, etc), or academic and scholastic issues which, in the spirit of shared governance, are appropriate for input from this committee.

ASSC MISSION STATEMENT—Proposed Change in ByLaw

The Academic and Scholastic Standards Committee is a standing committee of the Academic Senate specifically responsible for reviewing and recommending revisions for academic and collegiate standards. Responsibilities include such functions as reviewing and recommending student academic standards, or policies (e.g. withdrawal requirements, probation and dismissal, academic honesty, "I" grades, credit by exam assessment, etc), or academic and scholastic issues which, in the spirit of shared governance, are appropriate for input from this committee.
Meeting Convened – 2:15pm

Attending: S. Berryhill, G. Catena, K. Cunningham, G. Krahnenbuhl, Sylvia Sztark, L. McGhee

“Women’s Network” committee gave an update on proposed plans to offer a Single Parent’s Resource Fair next spring, in the evening hours, and their intentions to recruit the attendees to become members of a Single Parent’s club, for which they’ve created an application.

G. Catena reported that the culmination of SDC efforts, to help lobby for the creation of a Veterans Center on campus, has been relayed to the Leadership Academy for them to undertake as one of their focus projects. He stated that with the information we gathered about other schools services, for Vets, compared to Triton’s, amply demonstrated, along with numerous encounters with our veteran students, a need for a center them. And that, now, the crusade needs to move to the next step, of implementation, through a different channel.

Discussion continued about how some efforts of some of our Veterans to organize a club, have been frustrated by policy. Which brought us to the proposal that maybe some groups, like students with disabilities and Veterans, should be granted exceptions to some policies because their circumstances may dictate that they carry a lighter course load in order to preserve their overall health. As a Student Development Committee, we all agree that if policies are stifling some of our student’s involvement with campus life, then it is also stifling their potential development as students. We tabled the vote, on the proposal, “that the Student Life office identify special population groups on campus, whose inherent conditions or circumstances may not allow them to adhere to the credit and meeting requirements, which current policy now demands; then grant such groups exception to that policy, within some new guidelines”. The discussion ensued because of hearsay reports that policy isn’t being applied evenly to all
clubs. So, we will invite the director of Student Life to one of our meetings to help clarify for us any discrepancy.

- We tabled discussion about our involvement with the strategic plan process, as none of our Action Champions were available to meet with Pamela Perry to help us clarify our respective roles.
- We agreed to co-sponsor Black History Month Activities in February, 2015. We also agreed to seek co-sponsorship of BHM events from the Diversity Affairs Committee.
- We tabled a request for the SDC to again co-sponsor a spring 2015 youth conference, as we did in spring 2014, for lack of information.
- Meeting adjourned – 2:52pm
Professional Development Committee Meeting Minutes

Wednesday, October 15, 2014 @ 3pm – F214

Attendees: Liz Radici, Marilyn Craig, Dan Martens, Peggy Murningham, Roseanne Feltman, Divya Sharma, Lucy Smith, Annette Janko

Operational Assembly:
We went over details for attendance of meeting such as the working groups and operational assembly. During this process we reviewed the new Shared Governance Model.

Faculty Award:
We discussed the timeline for the faculty award process. See below.

November 3 – 7: Ask for nominations

November 24: Send reminder

December 3: Nomination deadline

December 5 – 8: Notify candidates

January 29: Email to faculty

February 4: Reminder email

February 6: Deadline for candidates submitting materials

February 11: Committee meets week of

March 27: ICCTA deadline

New Business:
There were announcements about upcoming events including SMART Teaching sessions and the live bat show.
Attendees: Marianna Desmond, Humberto Espino, Joe Beuchel, Marie-Ange Zicher, Mukesh George, Myrna LaRosa, Lorelei Cavajal, Pat Kushino, Paul Jensen, Pat Knol, Angelo Arreola, James Menconi, Regina Hughes, Chairissa Ruiz, George Lam, Frank Heitzman, MaryAnn Olson, Renee Wright, Larry Bodzewski, Sandra Berryhill,

The meeting began at 2:02pm.

Minutes from October meeting were approved.

Topics discussed included:

**Smart NoteBook 14**

Marie-Ange introduced Rebecca Lubarsky from COTG who gave a wonderful presentation on Smart NoteBook 14 (currently Triton College is using 11.8). New features include:

- Smart Response VE – gives the ability for students to use any internet-enabled device to participate in surveys, quizzes, etc.
- Notebook Math – offers more than 55,000 math content objects & interactive activities
- Extreme Collaboration
- Smart Connect
  - 3D tools
  - Smart block

Humberto asked that if all members of the TADEC could be given a 6 month trial with access to the upgrade as a way to evaluate and discuss if this would be beneficial to purchase. Rebecca did not think that that would be a problem and will get back to the committee with more information.

**Visualization Media Presentation**

Humberto announced the times/dates (see below) for the exhibition on 3D technology. Last year the Microbiology lab was equipped with 3D projection technology. Currently 3D-Scanning and 3D-Printing is available in the CTE area to faculty giving them the opportunity to explore potential use to enrich teaching and explore other opportunities within the realm of education.

- Academic Senate - November 11, 2014 (B223 - 1:30 p.m. – 2:30 p.m.)
- College Council - November 24, 2014 (B223 - 1:00 p.m.-2:00 p.m.)
- Student Senate - November 24, 2014 (B223 - 1:00 p.m. – 2:00 p.m.)
Course Evaluation Forms

The proposed course evaluation forms for both f2f and online instruction was discussed. There are some concerns regarding these forms and it was felt that the committee needs more time to review and comment. The proposed forms along with comments/suggestions made from those members who have had the time to review the documents has been loaded into the TADEC BB discussion forum so that an ongoing discussion can continue until our Dec. meeting. The committee is asking the Academic Senate (AS) to hold off on approving these forms until our formal recommendations can be made.

TADEC Statement of Purpose & Function

The final copy has been submitted to the AS for approval at the Dec. meeting.

DE Plan – Purpose & Goals

Due to the length of our meeting, Humberto will present the DE Plan at our Dec. meeting.

The meeting adjourned at 3:10pm.

Tentative December Agenda:

- Operational Assembly – Pamela Perry & Mike Garrity
  - The role of the Committee Chairs and the Action Champions with respect to the Strategic Plan
  - Challenges that we’ve encountered with the new shared governance model in its first semester of operation.

- DE Plan – Purpose & Goals – Humberto Espino

- Course Evaluation Forms