MEMO

TO:        Dr. Douglas Olson
FROM:      S. Campos, M.R. Moore
DATE:      Friday, November 08, 2013
RE:        College Curriculum Committee Item(s) from October 3, 2013 and October 30, 2013 for Academic Senate on November 12, 2013

CCC Number     Item/Description and Summary

NUR 095     Strategies for NCLEX Success     Effective Date: 8/25/2014
Proposal Type: Revised Course
Summary:    repeatable from 1 to 3; course description change; updated to new course outline template
Rationale:  Updating to accommodate the newly revised Triton College course outline. NUR 095 can be taken two times, once for a total of two times. If the student does not pass the exit exam on initial enrollment in NUR 290, the course may be taken again, with remediation included on course content.

NUR 105     Introduction to Nursing Academics
Proposal Type: Revised Course
Summary:    repeatable from 0 to 1; updating course information to current course outline template
Rationale:  Illinois Department of Financial Regulation Professional Regulation (IDFPR) Nurse Practice Act requires nursing faculty teaching in all sections of a course to hold an

MSN or a MS in nursing with the maximum number of students in clinical to be no higher than a 1:10 faculty to student ratio. IDFPR does not differentiate between clinical and lab as it includes lab into all clinical guidelines. Based on the IDFPR Nurse Practice Act requirements the nursing department will define all lab and clinical hours as Clinical Lab Hours in the course topical outline. Clinical lab hours were adjusted to reflect the credit hours (1 credit hour to 45 clock hours) to conform to the new course outline forms. The nursing department ten Student Learning Outcomes (SLO) which are the learning objectives listed in topical outline build on student performance levels throughout the nursing program.

The Best Practices of community colleges surveyed indicated that both clinical lab and clinical are 1 credit hour for each 45 contact hours of instruction or a 1:3 ratio. Colleges surveyed: Morton College, Moraine Valley Community College, College of Du Page, Oakton College, Rock Valley College, Kishwaukee College, Sauk Valley Community College, and Highland Community College. The nursing department course outlines follow the ICCB guidelines for Course Classification and Applicability #3 which states: "Courses in which students participate in laboratory/clinical- laboratory-oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours. NUR 105 may be repeated once to allow the pre-nursing student to enhance success in the Nursing program."
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<tr>
<th>CCC Number</th>
<th>Item/Description and Summary</th>
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<tbody>
<tr>
<td>NUR 290</td>
<td>Leadership in the Management of Patient Care</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>Revised Course</td>
</tr>
<tr>
<td>Summary:</td>
<td>clinical lab from 3 to 1; course description change</td>
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<tr>
<td>Rationale:</td>
<td>(see Rationale for NUR 105)</td>
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<th>CCC Number</th>
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<tr>
<td>MAT 101</td>
<td>Quantitative Literacy</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>Revised Course</td>
</tr>
<tr>
<td>Summary:</td>
<td>prerequisite to 'Writing: COMPASS placement test score of 83 or higher; an English ACT score of 20 or higher; or a grade of &quot;C&quot; or better in RHT 095 or RHT 096 or completion of RHT 101 AND Reading: COMPASS placement score of 70 or higher; a Reading ACT score of 20 or higher; or a grade of &quot;C&quot; or better in RHT 085 or RHT 086 or completion of RHT 101 AND Triton placement algebra score of at least 66 or college algebra score of at least 31 or ACT Math score of 23 (within the last two years) or MAT 080 or MAT 085 or MAT 096 or MAT 103. A grade of &quot;C&quot; or better is required for all prerequisite math courses</td>
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<tr>
<td>Rationale:</td>
<td>MAT 080 was approved as a new course through the curriculum process in the spring of 2013 with the understanding that it would be a prerequisite for MAT 101, 102 and 170</td>
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<th>CCC Number</th>
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<tr>
<td>MAT 102</td>
<td>Liberal Arts Mathematics</td>
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<tr>
<td>Proposal Type:</td>
<td>Revised Course</td>
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<tr>
<td>Summary:</td>
<td>(see Prerequisite for MAT 101)</td>
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<tr>
<td>Rationale:</td>
<td>(see Rationale for MAT 101)</td>
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Temporary to Permanent/ Discontinue Approved Programs

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<tr>
<td>MAT 101</td>
<td>Quantitative Literacy</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>Other</td>
</tr>
<tr>
<td>Summary:</td>
<td>To include the CCC Process for Temporary Approved programs that will be sent to ICCB for Permanent Approval or Discontinuation</td>
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<tr>
<td>Rationale:</td>
<td>The College Curriculum Committee (CCC) determined that the CCC should review the data and rationale for a final approval of temporary approved programs, seeking permanent approval or discontinuation, prior to submitting to the ICCB</td>
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Printed: 11/8/2013
CALL TO ORDER: The regular meeting of the Academic & Scholastic Standards Committee (ASSC) was called to order at 2pm on November 4, 2013 by Julie Gilbert.

Present: Julie Gilbert, Marilyn Craig, Sandy Hughes, Kelsey Kleidon, Ric, Segovia, Beth Seuffert, Tracy Wright, Sujith Zachariah, Kent Randall.

Approval of Minutes: The minutes of October 14, 2013 were approved unanimously with a spelling correction name made to reflect Marilyn not Marylyn.

OLD Business:

1. The CAEL portfolio process informational workshop may be held in early December 2013. Zach informed the committee that the agreement is very close to being signed. It does not need to go to the Board of Trustees for approval. Julie will elicit feedback from Academic Senate as to the best workshop date – week prior to finals or week of finals. Ric suggested that the committee investigate the possibility of a Portfolio Center for Academic and Career students in the future and the committee briefly discussed this idea.
2. Julie reported that the Textbook Readability Workshop Part I on October 31, 2012 was successful with about 15 – 20 faculty in attendance. She recognized and thanked Zach and Tracy for their attendance at the workshop. Julie shared the PDF flyer announcing the Textbook readability workshop. MaryAnn Tobin is sending reminders to attend Part II to those who attended Part I. Faculty are encouraged to attend Part II even if they have not attended Part I. Julie encouraged the committee members to send emails again to potential interested faculty members and the encouraged the members to attend the second (Part II) workshop.
3. New Committee Project Ideas –
   a. Communication – Kelsey continued the conversation of this committee advocating for accurate student information. In addition, is there a way to have students identify their preference of notification – text messages or email using the system that is in place for emergency system notification? Discussion continued as to the formal method of communication by the Triton College through email. Members were unsure if the use of email as the designated method of communication was a written policy? Further discussion included: encouraging faculty to include the importance of current contact information and methods to update the information in their syllabi; encouraging faculty to check current (email) contact information with their students; whether or not students are currently able to update contact information via the new student portal. Julie has contacted Mike Garrity for information on the process of updating student profiles and options for different methods to communicate with students.
   b. Scholarship information is located under Financial Aid and under the direction of Annette Potamitis. Kelsey explained that she is working with Annette Potamitis to
identify the most commonly unused student scholarships in hopes of promoting the unused funds. Kelsey further explained that the application deadline is February 2\textsuperscript{nd} and the financial aid days for providing student information are February 12\textsuperscript{th} and 13\textsuperscript{th}. The application deadline needs to occur after the financial aid days not prior to the financial aid days. Sandy explained that there are three (3) computers in the financial aid office that are available for student use along with financial aid staff to assist in the scholarship process. The committee will continue to work toward increasing communication of available scholarships involving marketing to highlight the scholarships on the website.

c. Another project is to collaborate with Shelley Tiwari on the student success initiatives. Julie has contacted Shelley Tiwari to meet regarding this possibility. Proposed collaboration will be further discussed at the December meeting.

d. Other suggestions/ideas will be proposed and discussed at the next committee meeting.

\textbf{Adjournment:} Meeting was adjourned at 3:05pm by Julie Gilbert. The next ASSC meeting is scheduled for December 2\textsuperscript{nd} at 2:00pm in F 214.

Respectfully Submitted by: Sandy Hughes
Student Development Committee (SDC)

October 17, 2013 Meeting Summary

- **Meeting Convened:** 2:10pm
- **Attendees:** Larry McGhee (LM), Sylvia Sztark (SS), Corey Williams (CW), Gregory Catena (GC), Alpha McMath (AM), Carolyn Meanza (CM), Zachary Johnson (ZJ).
- Committee resumed discussion on tabled old business:
  1. Voted (7-0) to maintain membership on the SDC to faculty only.
  2. Voted (7-0) to increase membership on the Committee to 13, by adding two more faculty members.
  3. Voted (7-0) to pursue efforts to address the veteran student population of Triton College. GC volunteered to chair a sub-committee that will develop a plan of action, and report their progress to the SDC it develops.
  4. Voted (7-0) to pursue efforts to address the problems of single mothers as these problems create obstacles to their educational pursuits. SS volunteered to chair a sub-committee that will develop a plan of action and report their progress to the SDC as it develops. CM expressed some ideas on the kinds of issues facing this population group and volunteered to assist SS on this sub-committee.
  5. Voted (7-0) to collaborate and assist on campus and community groups in their efforts to assist Triton’s current and prospective students when those efforts coincide with the SDC purpose of student development, and when our assistance is sought.
- Discussion ensued about the criteria we use for determining when we would collaborate with other groups’ efforts. We agreed that our decisions should be data driven?
- We discussed the possibility of co-sponsoring a “Teen Summit/Conference” with a community organization with whom Triton College faculty and staff have collaborated with in the past. We agreed, in principle, that we should support efforts of our communities to develop the young peoples’ focus on their future and well-being. GC stated that such support should be a given, as the word “community” in our title of Community College underscores our natural affiliation. We tabled an official vote until more detail is brought forth.
- We furthered discussed Mental Health and its impact on our students. It was suggested that there are efforts underway to address this issue, and how we might want to assist; with more details forthcoming.
- **Meeting adjourned:** 2:51pm; Next meeting November 4th, 2pm in E-210
Academic Support Committee  
October 7, 2013, Minutes

Present: Corey Williams, Ed Konstanty, Brianne Nichols, Jackie Werner, Hanan Merheb, Bill Nedrow, Larissa Garcia, Daniele Manni, Bob Greenwald, chair

I. Approval of May minutes (Nichols/Williams)

II. Review of brochure, lib guide, placement test review material, etc.
  a) The link for the LibGuide is buried
  b) Can we ask for a portal scroll during high registration/test taking periods?
  c) The LibGuide can track the number of users
  d) ASC has PASSKEY

III. Suggestions for Senate/College Council concerning “Room Assignment complaints from Faculty and Students”
   - Nedrow will head up the narrative; further discussion next meeting

IV. Adjournment (Williams/ Merheb)

Next meeting: November 4, 2013, 3pm, CTE
Scheduling

Academic Support Committee

Problem: Printed Schedules

- Hybrid classes
- Class times and classroom weren't always clearly listed
- Some classes were incorrectly listed on online course instead of hybrid course
- Recommendations: have classes that need to be reviewed to clarify the differences between our offerings and ensure we're consistent in our communications to students.
- If more information that was allowed is listed on the schedule, a "new" lab appears for students to click.
- Students didn't always notice this.
- Recommendation: List all information that has been reviewed.

Problem: Timing of Room Assignments

- Room assignments are not available for students who register early.
  - The new scheduling software schedules rooms after early registration has been completed, two weeks before classes begin.
  - Students potentially come to campus on the first day of class without knowing where their classes meet.
- Recommendation: Assign each student a Triton email and inform them that all correspondence regarding room and schedule changes will be communicated through that email address.
- Recommendation: Assign room numbers to students when they register.

Problem: Lack of Prime-time Space

- Courses were offered during the college's busiest time, but rooms were not available.
  - The college is busiest during the hours of 8 a.m. and 5 p.m.
- Recommendation: Triton must reexamine its history of prime time classroom assignments.
  - Determine which subject areas have higher enrollment.
  - Determine which classes have a larger class size whose student population does not remain on campus between these two classes.
- Recommendation: These classes can be moved to earlier and/or non-distance classroom without disrupting the students' schedule.
- If we make this assessment to allow other courses to be assigned, then the college will be able to maximize classrooms during these peak hours and ensure our resources are being used most efficiently.

Problem: Lack of Computer Labs

- Many departments were unable to reserve computer labs for their courses.
  - Some courses have historically been scheduled in computer labs and faculty members have worked computer programs into their curriculum.
  - Some departments have invested in software programs and tied the learning outcomes to those programs.
- Recommendation: Departments who have a history of utilizing computer labs should be given back the ability to assign labs to their faculty members.
  - Courses that require a computer lab for instruction should be given priority, and the best way to make this happen is to begin the departments' class schedule on the first day of classes.

Problem: Class Locations

- Back-to-back classes were often scheduled in locations that prevented students from reaching the following course in a timely fashion.
- Transitioning from the east side to the west side of campus within a ten minute break.
- Recommendation: Scheduling classes earlier than two weeks before classes begin.
  - Group all classes that are likely to appeal to students in the same geographical area.
- If these assignments are a viable solution, instructors can make appointments with the students involved in that class who do not provide potential conflicts in terms of travel between classes.
Professional Development Committee Meeting Minutes

Meeting: October 22, 2013 3pm CTE

Members Present: Annette Jajko, Maureen Musker, Liz Brindise, Peggy Murnighan, Preet Saluja, Lucy Smith, Mary Ann Tobin, Marie-Ange Zicher, Marilyn Craig, Jean Dugo, Tina Swiniarski, Rosemary Feitman

Spring Faculty Workshop - work continues on format and approach. A meeting has been conducted with VP Olson regarding the approach to the workshop this spring.

SMARTteaching—planning has begun for next semester. The fall sessions continue to have high attendance rate. The last session is Wednesday, November 13 at 2:00 pm and 5:30pm in the CTE. The topic is technology in the classroom.

Faculty Awards—we have three subcommittees for the faculty awards. Last year was the first year we had the timing right to not only send a full-time faculty member to the state award competition but also an adjunct faculty award winner. We plan to do the same this year.

HLC - We met with a few members of the team. We tried to highlight the work of the committee and our new approach to professional development with our SMARTteaching approach. They asked about our wish list and it was mentioned that it would be nice if the committee had a budget, that chairs had a stipend for all academic committees and that adjunct receive compensation for extra duties on campus. We gave the HLC team a SMARTteaching bag filled with a pen, bookmark, course description sheet, overview of the SMARTteaching approach, and a clementine.
Assessment Committee Meeting Minutes  
Wednesday, November 6, 2013

In attendance: Larry Manno, Maria Tereza-Dyer, Robin Meade, Sue Rohde, Maxi Armas, Greg Cantena, Bob Greenwald, Larissa Garcia, Shelley Tiwari, Sandra Hughes

The meeting began at 2 PM in E-210.

1.) Assessment Updates

Implentation reports from the previous year’s (2012-2013) assessment and plans for the upcoming year are due on November 15. We are still expecting implementation reports from the following areas:

- Speech
- Art
- Engineering technology
- Nuclear medicine
- Math
- Surgical technology
- Criminal justice
- Sociology
- Radiologic technology
- Library
- Mass communication
- Business
- Accounting
- Associate degree nursing
- Physics
- Basic nurse assistant
- VIC
- Emergency management
- Emergency medical technician
- Fire science
- Hospitality department
- Music
- Ophthalmic technician
- Intro. to College

We are requesting that all programs complete the online assessment implementation form and do not send hard/electronic copies.

In regards to assessment plans for 2013-14, go to the link for 2013-2014 assessment plans. Any program without a link is missing a plan. The list of programs has expanded in order to be consistent with programs being evaluated by the IPR.
2.) Review of Implementation Reports
After November 15 (due date for implementation reports), Sue, Larissa, Robin, and Larry will be reviewing assessment data from 2012-2013. Each member will choose three programs that they feel demonstrated outstanding achievements in assessment. They will bring this information to the December meeting, and the committee will choose (from these programs) the program that will be given an award for performing the best assessment. An award will also be chosen at this meeting.

3.) Assessment Plan evaluations
The committee will be evaluating all 2013-2014 assessment plans. Feedback and discussion will be made through the Assessment Committee blackboard shell.

4.) Assessment Plan survey
After November 15, a survey regarding the assessment plan form will be sent out to all faculty. We will be looking for feedback on how to improve the Survey Monkey forms (if necessary).

The meeting was adjourned at 3 PM.