MEMO

TO: Dr. Douglas Olson
FROM: S. Campos, M.R. Moore
DATE: Monday, December 9, 2013
RE: College Curriculum Committee Item(s) from October 3, 2013, October 30, 2013 and December 5, 2013, for Academic Senate on December 10, 2013

<table>
<thead>
<tr>
<th>CCC Number</th>
<th>Item/Description and Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 095</td>
<td>Strategies for NCLEX Success Effective Date: 8/24/2014</td>
</tr>
<tr>
<td>Proposal Type: Revised Course</td>
<td></td>
</tr>
<tr>
<td>Summary: repeatable from 1 to 3; course description change; updated to current course outline template</td>
<td></td>
</tr>
<tr>
<td>Rationale: Updating to accommodate the current Triton College course outline. NUR 095 can be taken 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 in course content.</td>
<td></td>
</tr>
</tbody>
</table>

| NUR 105    | Introduction to Nursing Academics Effective Date: 8/24/2014 |
| 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 (credit hour to 45 clock hours) to conform to the current course outline forms. The nursing department ten Student Learning Outcomes (SLOs) 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 College, College of Du Page, Oakton Community 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.
NUR 290  Leadership in the Management of Patient Care

Effective Date: 8/24/2014

Proposal Type: Revised Course

Summary: clinical lab from 3 to 1; course description change

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 (credit hour to 45 clock hours) to conform to the current course outline forms. The nursing department ten Student Learning Outcomes (SLOs) 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 College, College of Du Page, Oakton Community 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.

MAT 101  Quantitative Literacy

Effective Date: 5/26/2014

Proposal Type: Revised Course

Summary: prerequisite to Writing: COMPASS placement test score of 83 or higher; an English ACT score of 20 or higher; or a grade of "C" 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 "C" 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 095 or MAT 103. A grade of "C" or better is required for all prerequisite math courses

Rationale: The prerequisite for MAT 101 was revised to include MAT 080, a new course that was approved through the curriculum process in the spring of 2013.
<table>
<thead>
<tr>
<th>CCC Number</th>
<th>Item/Description and Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIS 100</strong> General Biology</td>
<td>Effective Date: 1/20/2014</td>
</tr>
<tr>
<td>Proposal Type: Revised Course</td>
<td></td>
</tr>
<tr>
<td>Summary: Course updated to current form and course standards.</td>
<td></td>
</tr>
<tr>
<td>Rationale: The course revision is being submitted to ensure curriculum currency.</td>
<td></td>
</tr>
<tr>
<td><strong>BIS 101</strong> Human Biology</td>
<td>Effective Date: 1/20/2014</td>
</tr>
<tr>
<td>Proposal Type: Revised Course</td>
<td></td>
</tr>
<tr>
<td>Summary: Course updated to current form and course standards</td>
<td></td>
</tr>
<tr>
<td>Rationale: The course revision is being submitted to ensure curriculum currency.</td>
<td></td>
</tr>
<tr>
<td><strong>BIS 108</strong> Biology of Humans</td>
<td>Effective Date: 1/20/2014</td>
</tr>
<tr>
<td>Proposal Type: Revised Course</td>
<td></td>
</tr>
<tr>
<td>Summary: Course updated to current form and course standards.</td>
<td></td>
</tr>
<tr>
<td>Rationale: The course revision is being submitted to ensure curriculum currency.</td>
<td></td>
</tr>
<tr>
<td><strong>BIS 114</strong> Microbes and Society</td>
<td>Effective Date: 1/20/2014</td>
</tr>
<tr>
<td>Proposal Type: Revised Course</td>
<td></td>
</tr>
<tr>
<td>Summary: Course updated to current form and course standards</td>
<td></td>
</tr>
<tr>
<td>Rationale: The course revision is being submitted to ensure curriculum currency.</td>
<td></td>
</tr>
<tr>
<td><strong>BIS 136</strong> Functional Human Anatomy I</td>
<td>Effective Date: 1/20/2014</td>
</tr>
<tr>
<td>Proposal Type: Revised Course</td>
<td></td>
</tr>
<tr>
<td>Summary: Course updated to current form and course standards</td>
<td></td>
</tr>
<tr>
<td>Rationale: The course revision is being submitted to ensure curriculum currency.</td>
<td></td>
</tr>
<tr>
<td><strong>BIS 137</strong> Functional Human Anatomy II</td>
<td>Effective Date: 1/20/2014</td>
</tr>
<tr>
<td>Proposal Type: Revised Course</td>
<td></td>
</tr>
<tr>
<td>Summary: Course updated to current form and course standards</td>
<td></td>
</tr>
<tr>
<td>Rationale: The course revision is being submitted to ensure curriculum currency.</td>
<td></td>
</tr>
</tbody>
</table>
MAT 102  Liberal Arts Mathematics    Effective Date: 5/26/2014
Proposal Type: Revised Course
Summary: prerequisite to "Writing: COMPASS placement test score of 83 or higher; an English ACT score of 20 or higher; or a grade of "C" or better in RHT 095 or RHT 096 or completion of RHT 101
AND
Reading: COMPASS placement test score of 70 or higher; a Reading ACT score of 20 or higher; or a grade of "C" or better in RHT 085 or RHT 086 or completion of RHT 101
AND
Triton placement algebra score 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 "C" or better is required for all prerequisite math courses'
Rationale: The prerequisite for MAT 102 was revised to include MAT 080, a new course that was approved through the curriculum process in the spring of 2013.

C249V Engineering Technology/Mechatronics    Effective Date: 8/24/2014
Proposal Type: New Curriculum
Summary: program requirement hours: 38; general education 22-23; total program credits: 66-67
Rationale: The Engineering Technology Mechatronics degree is being added to the program offering to allow for several things to happen:
1. Meet the requirement of our TAA2 grant to have our program offering modified and created under the grant lead to a degree pathway. We modified the Engineering Technology/Mechatronics certificate last year under this grant. This year, we are adding this degree completion to that certificate. We are concurrently working on the pathway

out of Triton to Purdue, a school that has Bachelors in Mechatronics that is located within commuting distance from Triton College.

2. Offer our existing students in the Engineering Technology program and graduates another degree to secure and assist them in their professional development

This degree and courses has been reviewed and approved by our Advisory Committee, held on September 26, 2013.

ENT 207  Robotics II    Effective Date: 8/24/2014
Lab Fee: $75.00
Proposal Type: New Course
Summary: 4 credits; 3 lecture, 2 lab; prerequisite 'ENT 205'
Rationale: ENT 207 was added to meet the requirements of the Associate of Applied Science Engineering Technology Degree in Mechatronics. This course was reviewed and approved by the Engineering Technology Advisory Committee in September 26, 2013. A course fee is included with this course to cover the cost of materials and supplies used by students in the laboratory. It is the same amount as for the existing ENT285 (Robotics I) course.
Temporary to Permanent/Discontinue Approved Programs

Proposal Type: Other
Summary: To include the CCC Process for Temporary Approved programs that will be sent to ICCB for Permanent Approval or Discontinuation.

Rationale: 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.

C217B Nuclear Medicine Technology
Proposal Type: Revised Curriculum
Summary: program description change
Rationale: The curriculum description was revised to make two corrections. First, “gamma” was removed as current practice in the field uses other types of radiation. Second, a grammatical error was corrected to now read Associate degree. The prerequisites for the program remain the same, but are now worded to match the college’s new numbering system using COMPASS scores and ACT results for placement.

The credit hours for the curriculum have not changed, but how the credits are reported more accurately reflects the program’s credit hours distribution of general education and program requirements.

AHL 115 Introduction to Imaging Physics
Proposal Type: Revised Course
Summary: course description change
Rationale: Course objectives are updated, the current course outline form is utilized and the course description was revised to accurately reflect course content.

ENG 101 Introduction to Poetry
Proposal Type: Revised Course
Summary: prerequisite to Writing: Placement test score of 83 or higher or an ACT score of 20 or higher, or a grade of "C" or better in RHT 095 or RHT 096 AND READING: Placement test score of 70 or higher, or an ACT score of 20 or higher, or a grade of "C" or better in RHT 085 or RHT 086'
Rationale: Course prerequisite was revised to include the new COMPASS placement scores and add General Education Outcomes.

ENG 103 Introduction to Fiction
Proposal Type: Revised Course
Summary: prerequisite to Writing: Placement test score of 83 or higher, or an ACT score of 20 or higher, or a grade of "C" or better in RHT 095 or RHT 096 AND Reading: Placement test score of 70 or higher, or an ACT score of 20 or higher, or a grade of "C" or better in RHT 085 or RHT 086; course description change
Rationale: Course prerequisite was revised to include the new COMPASS placement scores and add General Education Outcomes.
ENG 105  World Literature I  Effective Date: 8/24/2014
Proposal Type:  Revised Course
Summary:  title to 'World Literature (Antiquity to 1700s);  prerequisite to 'Writing:
    Placement test score of 83 or higher, or an ACT score of 20 or higher, or a grade of "C"
    or better in RHT 085 or RHT 086
AND
Reading:  Placement test score of 70 or higher, or an ACT score of 20 or higher, or a
grade of "C" or better in RHT 085 or RHT 086';  course description change
Rationale:  Course prerequisite was revised to include the new COMPASS
    placement scores and add General Education Outcomes.

ENG 113  American Authors Before the Civil War  Effective Date: 8/24/2014
Proposal Type:  Revised Course
Summary:  prerequisite to 'Writing:  assessment test score of 83 or higher, an ACT
    score of 20 or higher, or a grade of "C" or better in RHT095 or 096
AND
Reading:  assessment test score of 70 or higher, an ACT score of 20 or higher, or a
grade of "C" or better in RHT085 or 086';  course description change.
Rationale:  Course prerequisite was revised to include the COMPASS placement
    scores, the course description was revised to be more specific, expanded Topics and
    Learning Objectives, and added General Education Outcomes.

ENG 114  American Authors after the Civil War  Effective Date: 8/24/2014
Proposal Type:  Revised Course
Summary:  prerequisite to 'Writing:  assessment test score of 83 or higher, an ACT
    score of 20 or higher, or a grade of "C" or better in RHT 095 or RHT 096
AND
Reading:  assessment test score of 70 or higher, an ACT score of 20 or higher, or a
grade of "C" or better in RHT 085 or RHT 086';  course description change
Rationale:  Course prerequisite was revised to include the COMPASS placement
    scores, the course description was revised to be more specific, expanded Topics and
    Learning Objectives, and added General Education Outcomes.

ENG 170  Introduction to Children's Literature  Effective Date: 8/24/2014
Proposal Type:  Revised Course
Summary:  prerequisite to 'Writing:  Placement test score of 83 or higher, or an ACT
    score of 20 or higher, or a grade of "C" or better in RHT 095 or RHT 096 and
Reading:  Placement test score of 70 or higher, or an ACT score of 20 or higher, or a
grade of "C" or better in RHT 085 or RHT 086'
Rationale:  Course prerequisite was revised to include the new COMPASS
    placement scores and add General Education Outcomes.
ENG 202  Introduction to Drama  Effective Date: 8/24/2014
Proposal Type: Revised Course

Summary: prerequisite to 'Writing: Placement test score of 83 or higher, or an ACT score of 20 or higher, or a grade of "C" or better in RHT 095 or RHT 096 AND Reading: Placement test score of 70 or higher, or an ACT score of 20 or higher, or a grade of "C" or better in RHT 085 or RHT 086'

Rationale: Course prerequisite was revised to include the new COMPASS placement scores and add General Education Outcomes.

ENG 231  Introduction to Shakespeare  Effective Date: 8/24/2014
Proposal Type: Revised Course

Summary: prerequisite to 'Writing: Placement test score of 83 or higher, or an ACT score of 20 or higher, or a grade of "C" or better in RHT 095 or RHT 096 AND Reading: Placement test score of 70 or higher, or an ACT score of 20 or higher, or a grade of "C" or better in RHT 085 or RHT 086'

Rationale: Course prerequisite was revised to include the new COMPASS placement scores and add General Education Outcomes.

RHT 101  English Rhetoric and Composition I  Effective Date: 8/24/2014
Proposal Type: Revised Course

Summary: prerequisite to 'Writing: Placement test score of 83 or higher, or an ACT score of 20 or higher, or a grade of "C" or better in RHT 095 or RHT 096 AND Reading: Placement test score of 70 or higher, or an ACT score of 20 or higher, or a grade of "C" or better in RHT 085 or RHT 086'

Rationale: Course prerequisite was revised to include the new COMPASS placement scores and add General Education Outcomes.

RHT 255  Creative Writing  Effective Date: 8/24/2014
Proposal Type: Revised Course

Summary: prerequisite to 'Writing: Assessment test score of 83 or higher, an ACT score of 20 or higher, or a grade of "C" or better in RHT 085 or RHT 096 AND Reading: Assessment test score of 70 or higher, an ACT score of 20 or higher, or a grade of "C" or better in RHT 085 or RHT 086; course description change

Rationale: Course prerequisite was revised to include the new COMPASS placement scores, the course description was changed to be more specific, expanded Topics and Learning Objectives, and added General Education Outcomes.
Call to order

Julie Gilbert called to order the regular meeting of the Academic & Scholastic Standards Committee (ASSC) at 2 pm on December 2, 2013 at Triton College.

The following persons were present: Marilyn Craig, Jenny Giangrego, Julie Gilbert, Sandy Hughes, Kelsey Kleidon, Beth Seuffert, Lance Wilson, Tracy Wright, Marie-Ange Zicher, and Michael Garrity (guest).

Approval of minutes from last meeting

The committee unanimously approved the minutes from November 4, 2013.

Open issues

Julie listed the meeting dates for 2014. They are February 3, March 3, March 31, and May 5 at 2-3 pm in F214-d. She reminded the attendees that the committee has been invited to attend a webinar at 1 pm on December 3, 2013 in the CTE. The webinar is “How Competency Education is Changing Higher Ed,” by Inside Higher Ed and encouraged the committee members to attend.

Michael Garrity, AVP Information Services, was a guest at the meeting. He spoke about technology at Triton. Currently, faculty can see student email and phone number info on their class roster. By clicking on the student’s name, faculty can see preferred and alternate numbers and emails. Students have the same view on their portals. Students cannot change or update their personal mailing information themselves due to possible repercussions with in-district fee billing based on the student’s address. Faculty cannot directly update students’ information on the system either. Students need to contact the call center or go to the welcome desk to institute changes.

Michael Garrity explained that, currently, faculty can email but not text students through their class rosters. Triton is looking into text messaging for future use. The text messaging for Triton’s emergency system is a separately contracted service not connected with our regular system. He also explained that students can request an email account through Triton. Once all staff email has migrated to Outlook 365, students will be migrated and will receive a new Triton email. The committee discussed why all college business is not required to go through Triton email. It is currently not an official policy that all communication will go through email since some students do not have access to the Internet at home.

Marie-Ange Zicher explained that (one-way) text messages to students via Blackboard are an available option to Triton through our current system at no additional cost. This option is
currently “turned off” for use until it can be appropriately tested on our system. Testing can only occur within the “production environment”, the actual live Blackboard system, when the system is not in current use for classes. She explained that Blackboard is in use during winter break for some winter interim session classes. Therefore, testing time is not available until the window of time between summer and fall semesters. Testing of the Blackboard text messaging capability is included in the plans for future Blackboard updates. An option is also available for purchase from Blackboard for two-way text messaging (both send and reply).

Questions were asked regarding “winter interim session” classes. Marie-Ange mentioned that several classes are offered for the winter interim session. A student member asked how students can find out what winter interim courses are offered. A committee member suggested that students could contact the counselors. Tracey Wright, counselor, said the winter interim session information is included in the spring course catalog.

Julie reported that the brown bag “textbook readability” workshops sponsored by the ASSC committee had the following number of attendees: Workshop 1: 13, Workshop 2: 9 and the attendees were very interested in the information presented.

New business

Julie reported that Triton has signed the agreement with CAEL for the portfolio preparation and review process as part of the Prior Learning Assessment policy. CAEL will be conducting a special webinar for Triton faculty, advisers, administrators and admissions staff on the portfolio process. The webinar is on December 10, 2013 at 12:30 in E210. It will last one hour- 30 minutes for the presentation and 30 minutes for questions. It will cover Learning Counts, background on CAEL, the fee structure, and portfolios. Julie will ask Dr. Flaherty to send out an all-faculty or all-Senate email with this information and an announcement will be sent in Triton Today. Tracy offered to send the information to the counselors. Julie encouraged all of the committee members to attend the webinar. Marilyn Craig asked whether there will be additional future webinars or the information available (taped) for those unable to attend the December 10 webinar. Julie will look into this good idea.

Additional new idea proposals for committee projects deferred until the February meeting.

Adjournment

Julie Gilbert adjourned the meeting at 3:05pm

Minutes submitted by: Jenny Giangregno
Student Development Committee (SDC)

December 2, 2013 Meeting Summary

- **Meeting Convened:** 2:15pm
- **Attendees:** Larry McGhee (LM), Carolyn Meanza (CM), Cheryl Davis (CD), Sylvia Sztark (SS)
- LM announced that nothing should be presented that needed a vote, because we had no quorum
- SS gave a “single mothers” sub-committee report. She announced that the committee decided to plan a “Single Mother’s Resource Fair”. The fair is planned for Wednesday, March 5, 2014, from 10:30am – 1:30pm in the Triton Cafeteria. The committee will seek information and participation from the following departments and agencies:
  - Children’s Clinic/ Infant Welfare Society
  - Career Services and Health Services (Triton College departments)
  - Domestic Violence Agency (Sarah’s Inn), and Triton’s Early Childhood Daycare Mujeres Latinas...
  - AA and BA online degree information
  - Triton’s Library Services
  - Operation Push/ Obama Care
  - Financial Aid Dept/ scholarships for single mothers
  - Polish Association
  - Perspectives

- The sub-committee members, consisting of Sylvia Sztark, Carolyn Meanza, Kathy Cunningham, Martha Martinez, Danielle Stephens, Cathy Airhart and Gail Krahenbuhl, each have individual assignments to contact the various agencies and gather information. SS hopes to meet again before winter break.
- **Meeting Adjourned:** 2:30pm
The following resources are available to support your academic success at Triton College. Some services may require a current Triton ID (or a sticker indicating you are currently enrolled). To obtain a Triton ID or sticker, visit the Welcome Desk, located in the Student Center. Two forms of ID are required: current class schedule and picture ID. There will be a $5 replacement fee for a lost ID.

**Academic Success Center (ASC):**
Services include free individual and small-group tutoring, college life skill workshops learning communities, and ongoing academic review workshops. The ASC also has SMARTHINKING, an online tutoring service available 24/7 for all Triton College students, accessible through the Student Portal.
**Location:** A-106
**Contact:** To schedule an appointment, visit the reception desk located in Room A-106 or call (708) 456-0300, Ext. 3341.

**Educational Technology Resource Center (ETRC):**
Resources include computers for drafting/printing papers, color printers, Microsoft Office 2007, and internet access.
**Location:** A-100
**Contact:** For more information, call (708) 456-0300, Ext. 3361.

**Library:**
Resources include books, periodicals, online databases, course reserves, and research assistance from librarians. Computers and laptops are available for use within the library; students may also use printers/copiers with student ID. Wireless access and group study rooms are also available for student use.
**Location:** The northern end of the Learning Resource (A) Building
**Contact:** Reference Desk: (708) 456-0300, Ext. 3698/3154; Circulation Desk: (708) 456-0300, Ext. 3215.

**Counseling Department:**
Counselors assist students to identify interests and skills for the selection of major/career; to develop an academic plan to meet their educational goals; and to address personal concerns.
**Location:** B-100
**Contact:** To schedule an appointment with a Counselor, call (708) 456-0300, Ext. 3588, e-mail at counsel@triton.edu, or visit the Student Center during walk-in counseling.

**Center for Access and Accommodative Services (CAAS):**
Academic accommodations and campus accessibility services are available for students who have medical, physical, sensory, or learning disabilities and are participating in academic and continuing education programs.
**Location:** A-125 and A-141
**Contact:** To request services, call (708) 456-0300, Ext. 3696, 3854, or 3917.

**The ASC, ETRC, and Library hours for Spring 2014 are**
Monday-Thursday: 8:00 AM – 8:00 PM
Friday: 8:00 AM – 4:00 PM
Saturday: 9:00 AM – 1:00 PM
Sunday: Closed

**The Counseling Department hours for Spring 2014 are**
Monday-Thursday: 8:00 AM – 7:30 PM
Friday: 8:00 AM – 4:00 PM
Saturday: 9:00 AM – 1:00 PM
Sunday: Closed

**The CAAS hours for Spring 2014 are**
Monday-Thursday: 8:30 AM – 6:30 PM
Friday: 8:30 AM – 2:30 PM
Saturday and Sunday: Closed

For more information, visit us at: [http://www.triton.edu](http://www.triton.edu)
In the Fall semester, Triton College saw numerous problems and heard a fair amount of complaints from students about the scheduling of classes.

CAVEAT: The facilities and scheduling areas have been well-aware of most, if not all, of the following issues. Prior to Fall 2013, with the introduction of the new ERP, issues with the ERP’s integration with 25 Live, the room/course optimization software previously purchased by the College, were not expected. Thus, weeks before the semester began, when officials discovered that the two systems would not seamlessly integrate, scheduling personnel had to enter in courses by hand. Additionally, with the addition of new courses offered through a new partnership with a four-year university plus late additions of courses by various academic areas, the scheduling staff did their best to have classes roll over into previously-used classrooms first, addressing additions on a first-come, first-served basis, and attempting to optimize classes based on cancellations essentially blindly.

Printed Schedules

- Tuesday/Thursday was indicated on schedules by a TH.
  - This issue was resolved.

- Building name was interrupting the letter and room number.
  - The issue was resolved.

- For hybrid courses or courses that met in various places on different days, a “more” tab appears for students to click.
  - Mike Garrity from IT may be the person to consult.

Timing of Room Assignments

- One issue that has come up is that students who register early are not given room assignments.
  - This issue has been resolved for the Spring semester; however, 25 Live may change the deadline as it runs its analysis typically two or three weeks before the semester begins.

- Students are not informed of room changes unless they check the portal.
- Can this information be emailed to students? Students are required to have an email; however, perhaps, we need to stress more that the portal and email are official forms of communication. Also, we might need to check with Enrollment Services to see an evaluation of the services being offered to students for training on the portal.
Meeting Date: November 20, 2013
Meeting Time: 3:00pm

Attendees: Annette Jajko, Maureen Musker, Liz Brindise, Lucy Smith, Marilyn Craig, Jean Dugo, Tina Swiniarski, Roseanne Feltman, Mary Jeans, Peggy Murnighan, Preet Saluja, Mary Ann Tobin guest: Shelley Tiwari

The full-time and adjunct Faculty of the Year nominations are due by December 13. Annette Jajko is accepting the full-time faculty nominations and I am accepting the adjunct nominations. The award winners will be honored at the Faculty Recognition Open House this spring.

The committee has been working on the Spring Faculty Workshop as well as the spring SMARTteaching sessions. The SMARTteaching sessions will be advertised in the CTE newsletter and website.
Assessment Committee Meeting
Wednesday, December 4, 2013

In attendance: Larry Manno, Mary Ann Tobin, Robin Meade, Greg Cantera, Mary Casey-Incardone, Sue Rohde, Larissa Garcia, Maxi Armas

The meeting began at 2 PM in E-210.

Assessment plan review
The Assessment Committee is in the process of evaluating all 2013-14 assessment plans. By the end of this semester, faculty will be able to view comments made about their assessment plans. We ask that any changes to the original assessment plan be submitted along with the assessment report, which is due between May 15 and September 15. Instructions will be sent out, through e-mail, about how to access the evaluations.

To view a list of plans that have been submitted, go to www.triton.edu/assessment, and click on 2013-2014 assessment plans.

2012-2013 assessment cycle

Summary:
- 100% of programs submitted plans last year (2012-2013)
- Only 2 programs did not submit assessment reports (2012-2013)
- As of today, 6 programs did not submit 2012-2013 implementation reports. To view last cycle’s implementation reports, go to www.triton.edu/assessment, and click on 2012-2013 assessment implementation reports. These reports show what programs have done with their assessment results to attempt to improve student learning.

The Assessment Committee viewed plans, reports, and implementation reports from 2012-2013 and selected one program it felt demonstrated excellence in assessment. The winner of the 2012-2013 Excellence in Assessment Award will be announced at the February Senate meeting. Awards will be given to faculty in this area. The following criteria were used to determine the winner:
- Does implementation report specifically say how assessment results were used to improve student learning?
- Does implementation report explain how and when these efforts will be assessed?
- Was the implementation report submitted on time? (November 15, 2013)
- Are all parts of the assessment report completely filled out?
- Do the results in the report link to what was reported in the implementation report?
- Was the assessment linked to one or more of the course/program outcomes and goals?
- Are assessment results clearly explained?
- Is the assessment tool provided?
- Are the results of the general education outcomes assessment clearly explained?
- Was report submitted on time? (between May 15 and September 15)
- Are all parts of the assessment plan completely filled out?
• Does the plan link to what was reported in the assessment report and implementation report?
• Was the plan submitted on time? (November 15, 2012)

Implementation
The committee discussed better ways to ensure that the implementation part of the assessment cycle is serving to improve student learning. For example, once a program implements a change based on the assessment results, how can they be sure that these changes are effective? A formal proposal about this will be brought up at our committee’s next meeting.

The meeting was adjourned at 3 PM.