Triton College Master Plan
2009 - 2014

First Quarter Report
July 1, 2008 through September 30, 2008
First Quarter Report – 10/15/08

Approved Fiscal Year 2009 Tasks

Goal 1 – Enhance the physical campus to promote and support sound educational environments by updating facilities and creating flexible learning spaces that incorporate technology.

Objective 1: To identify space utilization to maximize learning outcomes

A process and a schedule have been established for securing information necessary for decision-making. Academic Affairs and Student Affairs have met with multiple academic and student services leadership teams (along with their deans) to determine learning space priorities for each area in preparation for broader discussion. Once that collaboration is complete, all other service areas of the college will submit their space needs for discussion and decisions on space allocations and renovations if needed.

Objective 2: To ensure that the instructional facilities are equipped to accommodate latest technologies and strategies for learning.

Discussion regarding the creation of a prototype smart classroom (G118) and the feasibility of its completion in fiscal year 2009 has taken place. Although there has been significant planning, the scope of the project is in the process of being reevaluated. Originally, the project was to include infrastructure modifications, furniture and technology; however, the scope of the job has been modified to do only the infrastructure renovations this fiscal year and plan for the furniture and technology installation in fiscal year 2010.

The balance of funds for this project will be used to replace blinds with weave shades in electronic classrooms. The new shades are expected to be installed by March 1, 2009. Three rooms will be piloted with new weave shades within the next two months. The Technology Advisory Committee (TAC) will determine the type of furniture and technology to be installed in the prototype classroom.

Objective 3: To create provisions to allow for the ongoing upgrade, replacement of instructional equipment, and updating of laboratories.

Provisions are in place to accomplish this task, however, this objective will also be informed by the outcome of discussions with Chairs/Coordinators on “Learning Spaces”, and learning space priorities/timelines established as a result. Additionally, while funding provisions are already in place to support and allow for ongoing upgrade, replacement of instructional equipment and lab updates, a more cohesive and consistent alignment with acquisition of outside funding sources will greatly enhance the ability to purchase and replace necessary equipment when needed as opposed to when we can afford to do it.

Utilizing Federal Perkins grant funds, programs that will receive equipment upgrades include Nuclear Medicine ($75,000), Personal Trainer ($17,500), Automotive Technology ($27,000), Criminal Justice ($6000), Hospitality ($14,000), Engineering Technology ($31,000), and Air Conditioning and Refrigeration ($7,200).
A plan has been developed for the renovation of the Science labs (D207/D205). A portion of this project will include lighting, electronic aids, seating, wall finishes, flooring, lab stations, hood exhaust upgrades, etc. Duct replacement is in progress. ACM and demolition began on October 1st, 2008. The actual construction pricing for D207/D205 is being obtained. Work to include new flooring, ceiling, lighting, mechanical gas, water, and vacuum service, etc. Lab bench and seating options have been selected and are being sent out to bid.

**Objective 4:** To create and/or upgrade the general campus environment to be conducive for learning and social interaction.

To facilitate objective 4, two grants were applied for: The College Board grant and the Rocky Mountain Institute Climate Change Initiative grant. There have been several meetings with school and community organizations concerning future partnerships. A representative from Triton attended the Illinois Sustainable University Symposium. Also, Triton became a member of the Association for the Advancement of Sustainability in Higher Education (AASHE).

Efforts to create more student centered environments on campus have begun. Benches to place in hallways for students to use while waiting for class have been ordered and are on campus. Floor plans have been submitted to Operations and Maintenance and are awaiting installation. Adult friendly classroom furniture has been indentified and a recommendation to accept a bid from Office Concepts for the classroom furniture replacement was submitted at the September 23, 2008 Board meeting.

**Objective 5:** To maintain the campus infrastructure.

The Director of Operations and Maintenance is working with Johnson Controls to engineer an electrical distribution equipment replacement plan, while also investigating the opportunity to incorporate the installation of sustainable solar and wind turbine components. This work is in progress and a project review is anticipated for late October, 2008.

**Objective 6:** To support and improve campus safety and security.

Connect-Ed by Blackboard is the product that will be implemented to allow for emergency notification for the campus community. Emergency notification can occur either by phone or text message or both. A test data extract is to be loaded into the Connect-Ed system for testing.

To ensure that the Police department has reliable vehicles to patrol campus, a new Police vehicle was ordered and delivery is expected in October 2008.
Goal 2 – Develop new educational programs based on community and workforce needs within Triton’s district.

**Objective 1:** Identify new academic programs that meet the needs of our community.

One feasibility study was completed this quarter. Currently, planning is underway to review and identify new programs to develop. In light of information from Environmental scans, Bureau of Labor statistics, and local business information gathered, new programs for development will be prioritized. Feasibility studies will be requested at this point for in depth analysis and final decision.

For the Fall 2008 semesters, six learning communities are running. These learning communities will address issues of globalization and stewardship. Additionally, a team of administrators and faculty attended the Evergreen National Summer Institute on Learning Communities and developed a plan for learning communities campus-wide that includes developing a Learning Community Coordinating Team.

To expand and enhance corporate education through Continuing Education a new position was funded; however, this position will not be filled until the second quarter. This position will support corporate instruction and the Entrepreneurship Center.

To support the reestablishment of the Continuing Education of Health Care Professionals, a manager was hired and started in quarter four of last fiscal year. New courses are being created on an ongoing basis.

**Objective 2:** Develop alternate scheduling option to be flexible for all learners.

No Progress to report at this time.

**Objective 3:** Identify student support service needs.

This objective to be rolled into Goal 4 Objective 3

**Objective 4:** Develop and strengthen partnerships.

To reach out to Triton Alumni, an Alumni Relations Office was established during the first quarter. To support the activities of this office, an Alumni Relations Coordinator was hired on September 2, 2008. The Alumni Relations Coordinator has been researching various methods to reach out to Alumni. Potential resources that have been identified are updating the Alumni presence on Triton’s web site, using electronic resources such as FaceBook to connect with Alumni and creating an Alumni Newsletter.

An Alumni Athletic Event is currently being planned in collaboration with the Dean of Student Services and the Athletic Director. The planning for the event is currently moving slowly due to not having an accurate database of alumni athletes. The Office of Alumni Relations is working with the Athletic Department to locate student information. This process will be on going for the next several months.
A Legislative Luncheon has been planned for October 22, 2008 on Triton’s campus. The areas of focus for the event will include Allied Health and Early Childhood Education. Progress is currently being made to secure students for testimonials. Campus tours of the areas will be provided.

A Mayors Breakfast is planned for November 18, 2008. A save the date communication has already been sent to the community mayors to reserve this date on their calendars.

The Community Advisory Committee (CAC) was formed in late spring 2008 and held its first meeting. Currently, 18 community members serve on the committee. The CAC held its second meeting in July where they reviewed and provided feedback on the College’s Five-Year Master Plan. Dr. Granados meet with several committee members in between meetings to gain further input from members and to build stronger relationships. The next meeting is scheduled for October.

The following activities demonstrate the president’s support of educational partnerships and expansions during this past quarter. The University Center Luncheon was held on August 29, 2008. A meeting (September 18, 2008) with Governor’s State University regarding offering B.S. in Health Care Administration on Triton’s campus beginning fall 2009. A meeting (September 23, 2008) with representative from Northern Illinois University. Discussions have occurred with Eastern Illinois University (EIU) regarding their proposed online nursing degree program. Discussions have occurred with Southern Illinois University Carbondale (SIUC) regarding Bachelor’s degree in MRI/CT. There have been brief discussions with Benedictine University regarding proposed Master’s degree in Nursing.

A lunch with Proviso District 209’s new Superintendent (September 10, 2008) was held to discuss School College Partnerships. CTE (Career Technical Education) Program Expos are currently being planned and scheduled. To date the following Expos have been scheduled: Hospitality and Early Childhood Education. Expos require faculty to faculty collaboration between program faculty and high school faculty serving on the Administrative Council subcommittees. Additional college and high school faculty are included as needed. The Illinois Community College Board (ICCB) Partnership for College Success grant will fund a faculty to faculty workshop during the spring semester to educate high school and college CTE faculty on CTE program pathways and programs of study as defined in Title II of the Carl D. Perkins Career and Technical Education Act of 2006.

The President’s Outreach Plan was completed with year long activities in support of Academic Affairs and Student Affairs. To date each activity listed on the calendar from July through September has taken place. Planning is already occurring for events and activities for the remainder of the fiscal year and proceeding on schedule.

Outreach events are currently underway to support the following: Broadview Village Honor Day was held on September 30, 2008 and was well attended. The addition of the new Director of Admissions and the Community Outreach Consultant has helped in the promotion of this event that is translating to an increase in responses. This honor day is
also the first that has had major support from the local school districts. The addition of
the K-8 partnership meetings supported through the Office of the President has helped to
develop these relationships. A Faith Based Breakfast is scheduled for October 14, 2008;
For the first time, Triton is looking to host a faith based breakfast in the local community.
Rock of Ages Baptist Church in Maywood has generously agreed to allow us to use their
facilities free of charge. The relationship that has been built with Rock of Ages through
the President’s Community Advisory Committee helped to facilitate this. Latino College
Visit scheduled for October 11, 2008 has been a true collaboration among the President’s
Office, Enrollment Services and Arts and Sciences.

The Interim Vice President of Student Affairs met with ASPIRE who is a leader in
services for children and adults with developmental disabilities and their families to discuss
a collaborative partnership. The partnership could include a joint grant project to assist
Triton students with internship opportunities, the use of ASPIRE’s state of the art facilities
for off campus classroom space and a collaborative joint grant opportunity for student
leadership development with an emphasis on service learning.

**Objective 5:** Identify and support opportunities for team-teaching and interdisciplinary
collaboration.

Summer workshop for middle-school students in photography and architecture was a
success through the team teaching efforts of three of our faculty. The Women’s and
Gender Studies committee is interdisciplinary and continues to attract a variety of program
areas that wish to participate in its goals. Student learning communities are ongoing with
six new communities established this fall.

**Goal 3:** Maintain technology components to campus standards.

**Objective 1:** Develop a comprehensive technology plan to ensure optimum operational
effectiveness.

Measures have been taken to upgrade the speed of the internet. Currently, waiting on
SBC/AT&T to install new ICN. Related to speed of the internet, the following hardware
is in the process of being ordered: Hubs and switches.

**Objective 2:** Reduce the replacement and refresh cycles for all technology components to
standards based on best practices.

150 computers were installed for the students for the fall semester. Another 150 will be
purchased and installed for spring. Specification and requisitions are currently being
created to purchase faculty and staff computers. A report is being compiled to determine
the ages of laptops to refresh. Specifications are being compiled to upgrade/replace audio
visual equipment throughout campus.
Goal 4: Enhance Triton’s virtual campus environment.

Objective 1: Create an infrastructure to support the development, delivery, and assessment of online courses.

During this quarter, progress has been made on the upgrade to Blackboard CE (Web based Course Management System) which will allow for an increase in the quantity of online and blended courses since new course development had been frozen. Discussions have not yet occurred regarding the possibility of creating shells for each course. With regard to quality issues, there is an ongoing discussion regarding the adoption of a rubric for assessing quality of online courses. Once feedback has been gathered from faculty, this rubric could be implemented in 2009 and integrated into all PDC training.

Continuing Education has partnered with ED2Go, Gatlin, and AAPC and is moving forward to deploy rapid noncredit courses provided by 3rd party providers.

Training for faculty on online GED classes have been completed. Instructors are registered for the GED-i Professional Development Chat Opportunities. Instructors attended regularly scheduled (monthly) staff meetings to discuss concerns, issues, progress, and practical solutions to problems related to the delivery of online GED courses.

Objective 2: Increase and create business support processes that complement a virtual campus.

No Progress to report at this time.

Objective 3: Develop an online student support services platform.

The Early Alert System (EAS) was developed by IS and is available for faculty use. During the Fall 2008 semester faculty will be able to provide feedback to students via the EAS. There is also a pilot to send referrals to support staff with the learning community faculty and the Math Department.

Due to State budget cuts, two electronic databases traditionally accessible at no cost through the statewide consortium have been discontinued. As a result the number of electronic resources available has slightly decreased. The Library staff is working diligently with the statewide consortium to determine the availability of discounted pricing on the lost databases. A decision will be made shortly regarding whether or not CARLI, the consortium, will broker this discount. Without negotiated discounts through the consortium these databases are extremely expensive and not reasonable to pursue.

To enhance the support of distance education courses, new orientation and support materials have been developed and are available online for the students to access. Students who are enrolled in online courses are now automatically sent electronic communication directing them to the resource pages developed online for their use. Further development will include converting all presentations into flash media, refining the layout and format of
support materials and coordination with the faculty who teach online courses and the students to determine the effectiveness of the materials presented.

The Academic Success Center (ASC) has identified a provider for a student tracking database that would allow the ASC to provide limited online tutoring. The product called TutorTrac is anticipated to be purchased in quarter two and operational in quarter three. Although this tool will provide online tutoring, its capabilities is limited and a more robust web based solution is being invested; however, the solution requires a significant financial investment.

During this quarter, the Professional Development Center (PDC) contacted Apple regarding the activation of the iTunesU site for the college. Apple will be on campus this fall for a meeting to assist with this process. In addition, internal meetings have been held to discuss the necessary steps for this project. Once the site is activated, we will be able to plan additional ways to use this tool for the delivery of online services.

**Goal 5:** Develop a comprehensive strategic enrollment plan to achieve the optimal recruitment, retention, and graduation of students

**Objective 1:** Develop a strategic enrollment plan to increase services to diverse district.

The Division of Academic Success, in collaboration with the Office of Student Life has been tracking the usage of the current laptop loan program by the students. It is evident through this process that the demand for additional computers is high. The Dean of Student Services and the Dean of Academic Success are working with the Triton College Student Association (TCSA) to determine how to expand the program and if the length of the loan period should be adjusted.

The Division of Academic Success and the Academic Success Center (ASC) is currently piloting Supplemental Instruction with an Accounting course for fall ’08. The Director of the ASC has been attending Supplemental Instruction training and has been working with faculty to implement the program and will continue to monitor the impact throughout the semester.

Implementation of Supplemental Instruction is key to supporting students in courses that traditionally have low pass rate. However, due to the training and time commitment necessary to implement this project it is not reasonable to expand the program without significantly expanding the number of tutors staffed in the ASC. Planning is currently in progress to determine a roll-out plan that can be implemented based on available funding in the coming years.

**Objective 2:** Develop a strategic enrollment and retention plan to increase completion and/or transfer rates.

The Peer Mentoring Program (PMP) continues to become established. A group of mentors and mentees were identified for Fall 2008. The program kicked off with a PMP social on September 29, 2008.
A strategic enrollment committee has been formed. The committee will focus on all facets of enrollment including retention.

**Objective 3:** Enhance opportunities for personal enrichment and lifelong learning.

No Progress to report at this time.

**Goal 6:** Enhance the ongoing evaluation and assessment of processes to promote continuous improvement throughout the college.

**Objective 1:** Develop program outcomes and assessment structures for all academic areas.

The FY 2008/09 ICCB Program Reviews have been identified. The information will also be shared with appropriate Deans, Chairs/Coordinators and other individuals of the areas, disciplines/programs scheduled for review. In the short term the High Cost Low Enrollment Report produced by the Research Office will be used by the Deans to identify programs that require strengthening or other considerations. Based on that report Deans will identify programs that require critical review based on the pre-established outcomes that are identified in the High Cost/Low Enrollment Report.

The program coordinators have all been notified to create and develop program outcomes prior to their next advisory meeting. The dean of Business and Technology has meetings scheduled during October and November to assist them with this endeavor. Once program outcomes are developed, they will be shared and discussed at upcoming program advisory meetings. All program outcomes will be completed by June 30, 2009 in the Business and Technology Division.

**Objective 2:** Establish a timetable for assessment processes.

On September 16, 2008 there was a meeting to review a “Planning and Institutional Effectiveness Calendar” for potential use by the college. Leadership on this task includes members of the faculty and the Assessment subcommittee of Academic Senate.

**Objective 3:** Maximize the assessment process to support the culture of evidence.

Associate Vice President of Business Operations attended a planning and budgeting seminar. Various software solutions are being reviewed.

**Goal 7:** Build upon the institutional framework to promote a highly qualified diverse workforce to support the mission and goals of the institution.

**Objective 1:** Develop and implement a strategic process for recruiting top talent.

Human Resources continues to use internet unlimited posting on higheredjobs.com to attract candidates.

**Objective 2:** Streamline functions for automation of human resources processes.
The college is in the process of customizing a product called PeopleAdmin Applicant Tracking System. The product will automate the application process through the web and track applicants and the process from start to finish. The software is being configured to fit the needs of Triton College’s recruitment systems.

**Objective 3:** Expand and enhance Professional Development opportunities.

The Fall 2008 New Faculty Orientation was enhanced by providing additional opportunities for faculty to think about teaching. Feedback was positive from participants regarding the new additions. A New Adjunct Faculty Welcome program has been developed and was offered to new adjuncts this semester.

Collaboration occurred between the Executive Director of the Professional Development Center and the President’s Office to set a year long calendar of events to support the development of new faculty. YEAR 1 – Tenure Track-Thursday, November 20, 2008-Tuesday, February 10, 2009-Wednesday, May 6, 2009. YEAR 2&3 – Tenure Track-Tuesday, October 7, 2008-Tuesday, March 10, 2008. YEAR 1, 2 & 3 - Tenure Track - Wednesday, December 10, 2008. YEAR 3 -Tenure Recognition Open House-Tuesday, April 28, 2009.

During this quarter, training materials were purchased to support the Connections and Advanced Connections customer service training program. In addition, the Advanced Connections workshops in the PDC were promoted to the entire campus via the PDC fall catalog and PDC website. Planning has almost been completed regarding the framework for the comprehensive employee orientation program.

The proposed Center for Teaching Excellence and its’ purpose were discussed at the first meeting of the Professional Development subcommittee of Academic Senate. In this discussion, it was determined to have a sub-group meet to develop a plan for the Center for Teaching Excellence that builds from the ideas generated during many conversations last year. Faculty would like to include into the plan funds to support release time for a faculty member to direct the activities of the center. This individual would coordinate with the PDC on the development of professional development activities for faculty. In addition, this person would coordinate the Faculty Learning Communities on campus and work with the mentoring program. Faculty would like this individual to report to the Vice President of Academic Affairs and for the center to have its own space separate from the PDC (however, they could be located within close proximity). The space ideally would be near faculty offices and academic areas.

The President’s Leadership Academy Retreat was held on September 15-17, 2008. Twenty-three employees participated. Evaluations of the Retreat’s program were completed by all participants and assessment will inform the planning for next year’s retreat. The leaders identified a group project which they will work on throughout the coming year. Each leader will be submitting their professional development plan for the coming year by October 3, 2008. This plan will form the foundation for further professional development support. The leaders will be meeting monthly to discuss project progress, professional development experiences and for support to each other as they strive to accomplish their goals.
**Objective 4:** Implement a succession plan program that fosters growth, motivation and retention.

Human Resources and the PDC Staff met to discuss methods to extract information from annual performance evaluations that would feed into the PDC to project their training activities during the next evaluation cycle.

**Objective 5:** Develop and implement cross training to create depth within Triton’s employee base.

No progress to report at this time.