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

Based on the five year plan for facility modifications created in quarter II, the costs and timeline for the moves for fiscal year 2010 are being finalized. In some cases, the costs of the proposed moves are cost-prohibitive; therefore, the scope of the moves has been modified and the full implementation of moves will be reassessed for fiscal year 2011.

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

As stated in quarter II, the creation of a prototype smart classroom has been reevaluated and available funds will be reallocated to support the purchase of shades. In quarter III the final selection of shade styles for electronic classrooms was determined. Based on the feedback of faculty, it was decided to purchase shades that would provide 100 percent light blockage. This level of light blockage will ensure that projections would be fully visible regardless of the time of day and the amount of outside light. In total, thirty eight classrooms will receive new shades.

Implementation of wireless throughout campus continues to progress. The equipment which was out to bid in quarter II is now being configured for installation. Once the installation is complete, the Student Center meeting rooms (B building 2nd floor), the Science building (D) and the Business building (F) will have wireless connectivity.

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

The renovation of the Science labs (D207/D205) is continuing. In addition to the Asbestos Containing Material (ACM) remediation, replacement of all defective fume hood ductwork and the demolition of all interior space that occurred in quarter II, electric and plumbing are being installed. This project is progressing on schedule and will be completed by the end of fiscal year 2009.

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

In quarter II adult friendly classroom furniture was ordered for ten classrooms. In quarter III, the furniture has been installed in building M, building F, building R and building D.

In addition to the thirty eight classrooms that will receive new shades (objective 2 above), a decision has been made utilizing the shared governance structure of the college to reallocate funds to purchase additional shades. Originally, $150,000 was allocated towards classroom finishes and these funds will now be used to purchase shades for approximately 150 additional
As a special initiative of the President’s office, the college created the **Greening the Campus Committee**. Through this committee’s effort, the website [Greening the Campus](#) is promoting Earth Week activities which will include but not be limited to: Recyclable materials collection throughout the week, Going Green Forums and a Recyclable Materials Computer/Electronics drive.

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

Work continues with Johnson Controls to engineer an electrical distribution equipment replacement plan. Also being investigated is the opportunity to incorporate the installation of sustainable solar energy source to completely power the swimming pool facility. The scope of the project has been expanded to include retrofitting other components that will bring additional energy savings to the college. The cost of the project has exceeded the allocated amount and alternate funding options are being considered.

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

Preliminary testing of the emergency notification system (Connect-Ed by Blackboard) has been performed. Information Systems continues to test the system and update contact information. Communication training for the emergency notification system has been completed.

**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.

Last quarter, seven new programs were identified for potential curriculum development; two from the School of Arts & Sciences, three from the School of Business and Technology and two from the School of Health Careers. Feasibility studies to determine the need of the programs in our community are being completed for three of the identified programs. Once the feasibility studies are complete, curriculum development will begin.

To support curricula that is inter- and intra disciplinary, learning communities were piloted through the Strengthen Institution Grant (Title III). In quarter III, only one of the six scheduled learning communities ran. For the five learning communities that have been approved to run in the fall 2009 semester, the learning communities will emphasize “themes.” Additionally, to ensure that learning communities are institutionalized after the Title III grant funding is complete, a Learning Community Coordination Team (LCCT) is developing a transition plan with staff.

The Assistant Director of Corporate Outreach, who was hired at the end of quarter II, has spent considerable time in quarter III working to strengthen corporate instruction. In quarter III, nearly $19,000 was spent on corporate instruction expenses. A proposal to the Department of Commerce and Economic Opportunity (DCEO) will be developed in fiscal year 2010 for the creation of an Entrepreneurship Center (no proposals were accepted this
fiscal year).

To support the reestablishment of the Continuing Education of Health Care Professionals, the following new courses were offered in quarter III: RN Re-Entry Program, Alternative and Complimentary Medicine, Proviso Township Mental Health commission-sponsored “Community Employment Skills” program for students with cognitive impairments.

The following youth programs were developed in quarter III and will be offered in the summer 2009 semester through Continuing Education: Career Explorers, Eco-Friendly Gardening, Cheerleading, Power Performance for Athletes, Robotics Camp: Deep Space Terrafomers. Youth program enrollment is up 7.7% from last year.

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

As scheduling for the spring 2010 semester begins, all aspects of scheduling will be considered. Scheduling practices are being revisited and updated to reflect more flexible scheduling. The deans, associate vice president of academic affairs and the vice president of student affairs are reviewing dual credit offerings to optimize and encourage high school student participation.

An additional component of scheduling that has become a concern to faculty is the scheduling of electronic classrooms. To address the concern, an ad-hoc electronic classroom committee was formed to provide recommendations to assign electronic classrooms to ensure the optimal usage of these classrooms. A short-term and long-term solution will be proposed in quarter IV.

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

This objective will be collapsed into Goal 4 for fiscal year 2010. There will be no further reporting on this objective for fiscal year 2009.

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

During quarter III, the Alumni Relations Office has continued to make improvements to the Alumni Relations web page. To enhance the visual appearance of the web page, photos of recent graduates and alumni have been posted. The web page also includes an events calendar and an alumni giving section (which links alumni to the Triton College Foundation).

To reach out to future graduates, the Alumni Relations Office participated in the Graduation Fair sponsored by the Office of Student Life. Alumni folders included a congratulation letter, alumni benefits, contact cards and information to promote the Pathway to Success (Foundation) program. Additionally, alumni pins were given to the graduates at attendance at the Graduation Fair. A program that offers savings to alumni will be available through Savings Connection that could potentially lead to alumni giving.

Two alumni were keynote speakers at the Black History Month College Visit Day and the Women’s Conference held at the college.

The annual Legislative Dinner was held on February 24, 2009 in Springfield. Eleven state
representatives and senators were in attendance. Additionally, several individuals representing committees and organizations representing higher education and the Illinois Community College Board (ICCB) were present. This event provided Triton the opportunity to reinforce our message regarding the importance of state funding to the college.

The Community Advisory Committee (CAC) was held in January 2009. At this meeting, highlights of the quarter II assessment of the master plan were presented as well as presentations by Vice President Olson and Latham. A new member was added to the CAC and this person represents the hospitality industry. The next meeting is scheduled for April 2009.

In quarter III the following events were held to demonstrate Triton’s continued support of educational partnerships and expansions. Some of the events this quarter included: The Annual Culinary Arts Expo funded by the Des Plaines Valley Region (DVR) Partnership for College and Career Success and the Women’s Conference funded by the DVR Career and Technical Education Improvement grant (students from local high schools attended). Additionally, two articulation opportunities are being pursued with DeVry University (Health Careers) and Argosy University. Governor’s State University has expressed interest in modifying their educational agreement with Triton to include offering a bachelor’s degree in Health Care Administration through the University Center on campus.

As a continuation of the President’s Outreach Plan, the following events were held: On February 7, 2009, the Black History Month College Visit Day was held in collaboration with the President’s office, Enrollment Services and members of the Black Heritage Council. Fifty individual's attended the event and they received admission and financial aid information and were given tours of the campus. There were panel discussions and question and answer sessions about classroom expectations moderated by college administrators, faculty and staff. On February 24, 2009, an After Hours Chamber of Commerce event was held to build upon Triton’s relationship with members of the Bellwood, Broadview and Maywood Chambers of Commerce. The event allowed the members to network with other local chamber members and Triton staff.

The Community Outreach Consultant continued to attend various community events throughout quarter III. The consultant assisted with the promotion of Black History Month and the Women’s Conference. The consultant has also been instrumental in working with the president and admissions staff to plan next year’s outreach plan and the schedule for information sessions that will be held in the community. Due to reduced funding for the consultant, outreach efforts have been limited but strategic.

The Grants Specialist that was hired in quarter II to facilitate an infrastructure for successful grant management and institutional advancement has contributed significantly to grant development and submissions in quarter III. The Grants Development Office is conducting prospect research on private and corporate foundations that will support the implementation of the master plan. Additionally, a Strategic Funding Plan for the next five years has been created to align grant and private/corporate foundation opportunities with projects outlined in the master plan.
Goal 3: Maintain technology components to campus standards.

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

To accommodate an increase in network traffic related to Internet, Blackboard (online courses), Email/Calendaring, Internet Based Phones usage, all of the campus’ older switches need to be replaced with faster switches. The replacement of one third of the college’s total number of hubs and switches have been purchased and are currently being configured and installed. In addition to purchasing hardware to enhance the speed of the internet, a new firewall/traffic shaping device has been purchased and is currently being installed. This new technology (firewall/traffic shaping) will allow specific academic Internet traffic to receive priority and will be used to block inappropriate web sites.

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

The 156 computers which were purchased in quarter II for student use have been installed in quarter III. Fifty-three of the computers were installed in the Computer Aided Design (CAD) lab, 100 computers were installed as replacement computers for general classroom usage and three were installed to serve as print stations. Additionally, the 100 computers that were purchased for faculty and staff in quarter II have begun to be installed in quarter III.

Six electronic classrooms have been installed in quarter III. New projection screens have been installed throughout campus with mounting features that will enhance stability.

Goal 4: Enhance Triton’s virtual campus environment.

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

For the spring 2009 semester, there are 287 live course sections and 5,015 user accounts (faculty and students) created in Blackboard CE (Web Based Course Management System). All courses that were required to be converted from WebCT to Blackboard CE have been. In this quarter, Blackboard CE has been automated to import the creation of users and course enrollment data. The PDC continues to offer training on Blackboard CE to support faculty.

To ensure the quality of online courses, blended and web-enhanced courses, the PDC in collaboration with faculty have created the Online Course Development Protocol. The protocol is scheduled to be implemented in quarter IV. The protocol includes the use of a quality rubric. Now that the technical pieces of online course development are in place, strategic growth and assessment of the delivery tool should occur.

Continuing Education has had success in the partnership with ED2Go, Gatlin, and AAPC in deploying rapid non credit courses. Continuing Education expended $37,000 on the partnerships and has generated $91,000 in tuition and fees.
Objective 2: Increase and create business support processes that complement a virtual campus.

A new email/calendaring solution that will allow seamless accessibility from on campus as well as off campus is in the process of being installed. The new email/calendaring solution will utilize Outlook on-campus and Pronto off-campus. Conversion from the current email/calendaring system to the new solution is occurring by building and is scheduled to be completed this summer.

Objective 3: Develop an online student support services platform.

The enhancement of distance education course orientation and student support has been implemented in conjunction with the transition from WebCT to Blackboard CE. All students who enroll in online courses receive email notification directing them to the support information. A college hour is scheduled for April to discuss the possibility of mandating online orientation and/or online course taking readiness assessment.

The Early Alert System (EAS) is being used by faculty in the spring 2009 semester to send alerts to areas of support for a particular student. Additionally, faculty can use the system to send messages and mid-term grades to their students electronically. Although there are many benefits to the EAS, encouraging more faculty to use the system has become a challenge and new ways to engage faculty are being considered.

The Library continues to expand the electronic resources available. During the past three quarters, five new databases were added: Historical Statistics of the United States, Wilson OmniFile, Black Thought and Culture, Women and Social Movements, and SAGE E-Reference Collections. Research is on-going and the library may identify three additional electronic resources to expand the collection in fiscal year 2009.

The Professional Development Center (PDC), in collaboration with Marketing and Information Systems, continues to move forward with developing iTunesU. Initial course content has been loaded to iTunesU and additional areas are beginning to develop podcasting content (Library, Academic Success Center and Counseling). In the coming quarter a procedure will be developed to determine how individuals will upload and gain access to podcast content. Unfortunately, the iTunesU site does not have a polished look and until such time that it is branded appropriately it will not be overly promoted.

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 a diverse district.

A proposal is pending to replace desktop computers in the library with laptops to create a more flexible learning environment. The proposal was reviewed by the Triton College Student Association (TCSA) and a funding decision is pending.

In late December, the college was awarded a $43,000 Bridge grant (Adult Education) to develop a contextualized health care curriculum and a model to successfully transition students
into college and career programs. In quarter III, a project director was hired to develop the curriculum and materials are being purchased to support this effort.

The Supplemental Instruction (SI) program continued in the spring 2009 semester with an Accounting course and a Biology course. Based on the success of the SI program, new courses are being identified to expand this program.

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

The Strategic Enrollment Management (SEM) steering committee has been restructured in quarter III. In addition to the SEM steering committee, five targeted workgroups have been identified. A SWOT (strengths, weakness, opportunity and threats) analysis has been administered campus wide and the research department is compiling the results. A process improvement consultant was contracted and did an analysis of the financial aid process and provided efficiency recommendations. The final report from the consultant is under review and next steps will be established in quarter IV.

The Peer Mentoring Program has been introduced as a strategy to increase retention. For the spring 2009 semester, there are ten mentors. Although there is not a problem recruiting mentors, reaching potential mentees for the program has become a challenge. To address this, staff is working with the counseling department to identify students who would benefit from this program. Additionally, the staff is considering incentives to attract mentees.

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

In quarter III, campus clubs and organizations have increased by eight. While this is a positive indicator that students are engaging in campus life, scheduling of space to accommodate all clubs and organizations continues to be difficult.

The Council on Diversity has established a Diversity Plan and serves as a resource for faculty and staff in achieving the institution’s goals on diversity. During this quarter, the Council met and sent out a reporting form to be completed and submitted to the Council by May 8th to assess the progress of the Diversity Plan throughout the campus.

**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.

Inactive and underperforming programs identified in quarter II were forwarded to the president in January. At the January board meeting, it was recommended to withdraw a number of curricula through the orderly withdrawal process. There were 38 Career curricula withdrawn and two Arts and Sciences curricula. These varied curricula have consistently lacked enrollments and were thus eliminated. Where appropriate, some specific courses from withdrawn curricula are still available to students either in credit or non-credit options.

All programs in Business and Technology have developed program outcomes and assessment
structures. The Business program has submitted their program outcomes to the Curriculum Committee for inclusion in the 2009-2010 catalog. Program goals for 28 programs are under review.

In quarter III, a list of goals and strategies were designed to streamline the testing options offered by the college. As part of the testing options, consideration is being given to centralizing the coordination of testing services on campus as well as becoming a testing site for standardized tests (e.g. GED, Work Keys, ACT, etc.). The team that developed these goals and strategies will be developing a timeline to address implementation, budgetary requirement and feasibility of expanded services.

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

The Assessment subcommittee of Academic Senate continues to reflect on the processes in place for assessment. Critical to the success of assessment, the Assessment committee utilizes various communications methods to allow for timely updates of assessment efforts to faculty.

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

Last quarter it was reported that Information Systems is reviewing the following three options with the Technology Advisory Committee (identifying pro’s and con’s of each) that will determine the future of the administrative computer system used at Triton. They are: Keep the administrative system status quo; Implement a Best of Breed (move some functions to other platforms that link into the current administrative system); Replace the current administrative system with an Enterprise Resource System (ERP). This quarter, product demonstrations were conducted by CAMS, Campus Management and EMS. The next step will include additional product demonstrations and the engagement of a consultant to perform an analysis of the conversion process.

**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.

In quarter III, Continuing Education hired independent contractors to teach Medical Billing and Coding, Phlebotomy Technician, Dialysis Technician and Medicar Attendant. The cost for these independent contractors was $50,845 and the tuition and fees generated was $80,295.

**Objective 2:** Streamline functions for automation of human resources processes.

The PeopleAdmin Applicant Tracking System went live in quarter III. This product will automate the application process through the web and track applicants and the process from start to finish. Initially, only new job openings will be placed on the system. Eventually, all job openings will be posted on this system after an assessment of the system is made.

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

In quarter III, a new adjunct faculty orientation was held. After the orientation, an assessment
of the effectiveness was done and the orientation will be modified based on feedback from all involved in the orientation process.

The New Faculty Resource Network events scheduled for quarter III took place. On February 10, 2009 the first year tenure track faculty met as a group with the executive team. Second and third year tenure track faculty met with the executive team on March 10, 2009 for an after hours event.

Resources and programs continue to be made available to all employees to assist with their professional development. In quarter III, 178 individuals attended workshops in the PDC computer lab and there were 72 individual consultations. During quarter IV and quarter I of fiscal year 2010, a process will be developed to assess the effectiveness of the delivery of technology training.

A comprehensive orientation process for new employees has been approved and will begin to be implemented in quarter IV. The new employee orientation is for all full time employees and will span a three month period. In addition, new administrators will participate in a learning community for the first year of employment. Also, to facilitate awareness of policies, practices and procedures, a Supervisor Academy will be offered.

A location for the Center for Teaching Excellence has been determined. The CTE will be located in E210E in fiscal year 2010. The project will be directed by Academic Affairs and further discussion regarding the relationship between the CTE and PDC will continue. The CTE will promote quality pedagogy and curriculum and academic assessment processes.

The President’s Leadership Academy participants have met as a group for the last three months to share their group project’s progress. The selected group project is a public relations plan that will foster leadership for high school students through a leadership academy. To further their professional development, some of the participants of the academy are or will be attending conferences to complement what they have been experiencing in the academy.

In March 2009, the administration attended a spring retreat for their professional development. The two day retreat focused on future planning and staff evaluations utilizing the new form presented by Human Resources. Time was spent on reviewing the projects and associated costs for the master plan for fiscal year 2010 through a participatory process with the administration.

Objective 4: Implement a succession plan program that fosters growth, motivation and retention.

The Human Resources Functional Committee has been discussing key elements towards the development of a succession plan. Based on other plans that were reviewed, the consensus of the group was to start with those positions that have a risk of high turnover and single staffed positions. The succession plan would need to assess the internal and external supply of potential candidates. If the candidates were internal, a developmental plan would need to be created. Based on the outcome of the job study (classified, mid-management and hourly), there will be a hierarchal structure that will help to facilitate succession planning. Another key
component to the succession planning process will be the inclusion of a plan to encourage mentoring within various employee groups (currently, there are mentoring programs for full and part time faculty).

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

This objective is closely linked to the outcome of the job study referenced above (objective 4). Once the job study is complete, the Professional Development Center can begin to tailor training to build depth within departments.