CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at 2:32 P.M.

Members Present: Kristine Anderson, John Augustine, Paul Bhasin, Liz Brindise, Christina Brophy, Mary Casey-Incardone, Marianna Desmond, Maria Tereza Dyer, Michael Flaherty, Julie Gilbert, Cynthia LaGon, Jackie Mullany, Maureen Musker, Barbara Zak

Adjunct Representative: Cliff Allcorn

College Council Functional Committee Additions: John Cadero

Ex-Officio Members: Cheryl Antonich, Debra Baker, Isiah Brandon, Patricia Granados, Angela Latham, Doug Olson

Guests: Antoinette Baldin, Deborah Baness King, Sue Collins, Will Edwards, Terence Felton, Mike Garity, William Griffin, Paul Jensen, Angelee Johns, Kevin Kennedy, John Lambrecht, Quincy Martin, Mary-Rita Moore, Mike McGuire, Peggy Murnigham, Jonathan Paver, Ric Segovia, Lucy Smith, Marge Stabile, Mary Ann Tobin, Renee Wright, Sujith Zachariah, Marie Ange Zicher,

APPROVAL OF MINUTES

Motion: ♦ John Augustine made a motion to accept the minutes of May 11, 2010, seconded by Patricia Granados. ♦ Motion carried unanimously by voice vote.

COMMITTEE REPORTS

College Curriculum: Kristine Anderson updated the Senate on the long-term projects the committee will be working on this semester. She explained the need for updates of various pages in the catalog as well as revision of the curriculum manual. In addition, the committee will revise the Course Outline form and mentioned the possibility of integrating the Course Outline form and Course Syllabus form. She said that the ICCB has made a number of changes and are now mandating division of the lecture and lab objectives for all AA/AS course revisions or proposals. She stated that the CCC has decided to require this for AAS courses as well because the ICCB will probably require this in the near future. Learning goals and assessment are already included on the course outline form, and the objectives need to be integrated with the topical outline, learning goals, evaluation methodologies and assessment methodologies. Maureen Musker asked for clarification on the integration of course outline and syllabus form and Kristine Anderson responded universities are now asking for the course syllabus in order to assess courses for articulation, not just the course outline, as it has been in the past. Dr. Flaherty indicated that the change pertains to the development of a course syllabus template that includes all the requirements in the Board policy and the ICCB and IBHE requirements, but will not effect the other requirements that are a part of academic freedom in the classroom. Kristine Anderson stated that these changes will require a recommendation to the Board of Trustees for a change in the Board policy regarding course syllabi requirements. She added that the course outlines and syllabi templates will be accessible online to be more green and eliminate paper use.
Liz Brindise said that the Science department is in the process of revising their course outlines adding extra information and stated that a separate syllabus template will be created for each course. VP Angela Latham commended the Science department for taking the time to review their course outlines and encouraged other departments to do the same.

Kristine Anderson mentioned that the committee continues to work on revision of the AAS and AA/AS degrees. She mentioned that the committee will need a member of the CCC to replace Dr. O'Connell who chaired the AA/AS committee and retired this summer from the college.

**B. Academic & Scholastic Standards:** No report.

**C. Student Development:** Mary Casey-Incardone reported that Juhelia Thompson will no longer be co-chairing the committee. Ms. Casey-Incardone will continue as a chairperson. Next meeting is scheduled for September 20th.

**D. Academic Support:** No report.

**E. Marketing:** Paul Bhasin reported that the committee met last week. Membership was discussed and everyone agreed to keep membership on SEM and TAC committees to represent faculty. Mr. Bhasin said that the committee did not get to particularities on Senate By-laws but mentioned that the committee meets the criteria. He indicated that the Administration can double their roles but not faculty.

Maureen Musker asked if new membership requires approval of the Union and Mr. Bhasin replied in the negative and said that only the Chair of a committee needs to be approved.

Marketing Requests Guide was discussed. The revised Guide will be ready for review by the next Senate meeting. Requests for radio or TV spots pertain only to Triton Stations.

Next meeting is scheduled for October 5th at 2 pm.

**F. Quality of Life:** Jackie Mullany reported that the committee met last week. The following subjects were addressed: Pedestrian crossing signs across campus, new classroom furniture and the Word 2007 version which will be implemented by the end of spring semester.

**G. Professional Development:** No report

**H. Assessment:** Maureen Musker reported that the Assessment Committee met last week and meeting minutes were distributed along with the 2010-2011 Program Assessment timeline. The handout that was included in the Fall Full-Time Faculty Workshop packet summarizes the Assessment Committee activities and their status. Maureen Musker encouraged all members to visit the assessment webpage to review what programs are incomplete and to also take a look at the HLC report. There is a need to be more comprehensive in the assessment which will require increased participation. To improve the comprehensiveness of academic assessment, the committee will also work toward incorporating general education outcomes. Upcoming activities were promoted and members were encouraged to attend and bring suggestions to the October Brown Bag session; especially since one-on-one meetings will no longer be offered. Vice Presidents’ Stabile and Latham are invited to the October 6, 2010 meeting being held in the
Academic Senate Report

September 7, 2010

Center for Teaching Excellence at 2:00 p.m. The committee wishes to expand and establish a plan that will reflect the ICCB requirement. Ways to meet this goal will be discussed at the CTE meeting as well as researching what outcomes will be used for the spring.

Maureen Musker encouraged everyone to make programs assessment meaningful and see what works best. Dr. Granados echoed the importance of making assessment meaningful in relation to what works best and stressed the importance of integrating this into the Master Plan. Dr. Granados also stressed the importance of working together as administration and faculty. She encouraged members to be engaged in this process and collaborate with Chairs & Coordinators to work within budget constraints.

Associate Vice President Cheryl Antonich commended Maureen Musker’s hard work with the Assessment Committee. Members were encouraged to take advantage of the opportunity to attend the committee sessions which often have good speakers.

Program Improvement: no report

Kristine Anderson indicated that this year the committee will be requesting recommendations from the Deans for programs that could benefit from the program improvement committee.

Learning Communities: Renee Wright informed the members that the Fall 2011 proposals were just submitted to the Dean’s and the Dean will send out to Chairs/Coordinators for departmental distribution. Proposals are due back to the Dean’s Office by Oct 31st. The LCCT would like departments to try and intentionally pair courses that would have the greatest impact on student success. For example, a content area course that has high reading or writing requirements could be paired with an English course to provide additional instructional support to the content area course.

3rd Annual One-Book-One Triton initiative kick-off is scheduled for September 15 in the cafeteria. Free books will be available.

Ad Hoc Committee Reports:

ANNOUNCEMENTS

Dr. Flaherty asked the attendees to relay to their departments what was discussed at the Senate and College Council meetings. He requested that items for inclusion on the September 27 College Council agenda should be forwarded to Susan Page in the President’s Office.

Scheduling Update: Vice President Angela Latham introduced the topic and indicated that the scheduling implementation process involves a lot of people. She said that it was important to prepare for the changes that will occur as a result of a new scheduling and event solution. Jonathan Paver stressed the importance of a new system that will optimize space usage on campus. He highlighted some benefits of the system indicating that may reduce scheduling issues that occur. Antoinette Baldin concurred with the information presented. Cheryl Antonich distributed a handout describing the activities that occurred during the 2009/2010 academic year. She provided a brief historical background of how the scheduling and
event solution evolved into a reality. The scheduling and event solution selection committee was formed in 2009. The committee was representative of key areas of the college including administration, faculty and staff, and charged with the selection of the new solution. Two subcommittees were also formed in 2009, also representative of administration, faculty and staff; one subcommittee to develop a scheduling policy and the other to “map” the current scheduling process. The scheduling process was mapped in order to assist in determining the implementation timeline and the scheduling policy was drafted after several meetings and discussions throughout the academic year. It was finalized in June, 2010.

Terence Felton described the scheduling system and indicated that the new system is currently installed and an inventory of all classroom space has been conducted. During the next couple of months all inventory information will be confirmed and the process of entering inventory data will occur. He requested cooperation from all faculty and staff with respect to maintaining the inventoried amount of furniture in classrooms. He also highlighted issues related to “capacity”. Indicating that room “capacity” for each classroom space has also been identified. Capacity is fixed relative to the size of the room, furniture, configuration and other criteria. Classroom capacity has been established by maintenance. There is a short window of time to engage in conversations regarding capacity, however, at some point, the capacity that has been established and confirmed will not change and the data will be used in the implementation process.

A discussion about classroom furniture followed. Antoinette Baldin stated that the furniture committee is working on identifying and selecting more adult-friendly furniture and indicated that this will be completed by the end of the fall semester. Dr. Granados stated that everyone needs to embrace the change and encouraged faculty to be involved in the planning for the adult-friendly furniture and to work with their chairs or coordinators who would then forward their suggestions to the deans.

John Lambrecht added that a new layout that will include ADA required chairs has been established. He reminded everyone that classroom capacity has been established but in the event of questions or concerns the faculty should first confer with their dean.

Terence Felton again identified that there is still time to forward special capacity considerations to the deans but informed everyone that during the scheduling transition the inventory of classroom space and capacity cannot change.

VP Latham mentioned that the scheduling and event solution topic will be presented at an upcoming college hour and she encouraged all to attend.

**NEW BUSINESS**

**Plan to revise College Mission and Vision Statements:** Kevin Kennedy distributed a Work Plan the core team put together and shared that the functional committee chairs will be reviewing Triton’s vision and mission statements. The priority of the plan is to create shared ownership for student success. The plan was discussed last week at College Council and will be addressed at one of the College Hours. The Senators were encouraged to lead conversations in departments. Dr. Granados stressed the importance of involvement in the process and said that focus groups will be formed so that everyone is included.
OLD BUSINESS

Hot Topics:

Enrollment Decline: Dr. Flaherty shared that the college’s decline in enrollment was discussed recently at College Council. It is important to identify reasons why the decline is occurring. Discussion on this topic resulted in the following potential contributing factors:

- Economic impact
- Program cuts
- Tuition increase
- Need for short-term programs
- Schedule - morning classes are most sought after
- Issues with online registration
- Family obligations

The Student Success Survey uncovered a complaint that the college does not offer classes to accommodate students’ availability.

Mary Casey-Incardone noted that during fall registration English classes were filling quickly and that all sections were filled up in an hour.

Jonathan Paver reported that this semester there is a trend showing that the college lost students that would have been entering upper level division courses.

Adult Education suffered the largest drop, based on research completed on previous semesters.

Mary-Rita Moore believes the new scheduling system will provide efficiency to the entire campus community.

Dr. Granados acknowledged that the enrollment decline is a concern that she will be engaging in conversation about with fellow college Presidents. Dr. Granados also stressed the importance of working together to figure out ways to help this situation.

ADJOURNMENT

Motion: • Christina Brophy made a motion to adjourn, seconded by Kristine Anderson. •
Motion carried unanimously by voice vote. Dr. Flaherty adjourned the meeting at 4:40 P.M.

Respectfully submitted:  

[Signature]
Lida Aparyn, Secretary

Minutes Approved:  

[Signature]
Michael Flaherty, Senate Chairperson