CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at 2:34 P.M.

Members Present: Paul Bhasin, Liz Brindise, Christina Brophy, Mary Casey-Incardone, Kathi Deresinski, Maria Tereza Dyer, Michael Flaherty, Julie Gilbert, Cynthia LaGon, Jackie Mullany, Maureen Musker, Emily Reabe, Shelley Tiwari, Barbra 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, Linda Rivera

Guests: Leke Adeofe, Antoinette Baldin, Sue Collins, Will Edwards, Elsa Figueroa, Rebecca Fournier, Mike Garity, Paul Jensen, Kevin Kennedy, Quincy Martin, Mike McGuire, Mary-Rita Moore, Jonathan Paver, Darren Robards, Ric Segovia, Lucy Smith, Marge Stabile, Mary Ann Tobin, Amanda Turner, Renee Wright,

APPROVAL OF MINUTES

Motion: ♦ Christina Brophy made a motion to accept the minutes of October 19, 2010, seconded by Cliff Allcorn. ♦ Motion carried unanimously by voice vote.

COMMITTEE REPORTS

College Curriculum: No report. Kristine Anderson was absent.

B. Academic & Scholastic Standards: Julie Gilbert referred to the committee minutes.

C. Student Development: Mary Casey-Incardone reported that the committee is scheduled to meet November 15 at 1 pm.

D. Academic Support: No report. Larry Manno was absent

E. Marketing: Paul Bhasin met with VP Stabile and Tom Olson. He said that he is pleased with the outcome of the meeting and added that VP Stabile indicated that it is going to be possible to do the recommendation and that she will review and incorporate faculty input.

Paul Basin said that the issue of quorum came up at the last meeting and asked if the committee can meet even if they don't have quorum. Dr. Flaherty replied that if more than half of the members are present the committee can meet. Dr. Flaherty encouraged Paul Bhasin to look for more members.

E. Quality of Life: Kathi Deresinski reported that the committee met last week and discussed the need of taking a proactive role in student success.
H. Assessment: Maureen Musker reported that the committee met last week, reviewed By-laws and is recommending name change to the Academic Assessment Committee. There was no objection from the Senate members to the committee name change. The committee also discussed membership change and is considering a modification to the language so it reads three (3) rather than one (1) adjunct faculty as a committee member. The subject will be further discussed at the December meeting.

Maureen Musker encouraged those who did not submit their assessment reports to attend the November 17 brown bag session from 2 – 3 in the CTE which would provide the opportunity to complete the reports. She also offered her assistance and that of Mary Ann Tobin, CTE Director, to those who cannot attend the brown bag session and added that either of them can meet one-on-one to assist with program assessment.

Maureen Musker shared that the status report on the website has been updated to reflect latest submission plan.

Dr. Granados stressed the importance of assessment reports and pointed out that assessment reports have a meaning for student success.

The committee minutes are forthcoming.

Program Improvement: No report

Learning Communities: Renee Wright reported that a couple of applications for 2011 were submitted. She may be sending out additional requests for proposal submissions in order to encourage more involvement.

Ad Hoc Committee Reports:

ANNOUNCEMENTS

NEW BUSINESS

Environmental Scan & 10th Day Reports: VP Stabile gave a PowerPoint presentation on the Environmental Scan which provides an overview of emerging developments that affect Higher Education in the country, Illinois, Cook County and Triton’s district. VP Stabile explained how to use the data in the report to be more informed and how to use it when making decisions. The Environmental Scan is user friendly and is easy to read. Elements of the plan are used to formulate the GoToMarket Plan.

Will Edwards presented information on the 10th Day Report and encouraged visiting the Research Department’s web page to check out the wealth of information that is provided.
He shared that the 10th Day report format has been condensed, has only twenty pages and is more of an institutional summary. Will Edwards went over the information pertaining to enrollment and showed that the full-time enrollment has dropped while the part-time enrollment went up. A question was raised if there is a way to find out why the full-time enrollment dropped. Christina Brophy wanted to know how to use these reports in her area of expertise, History. VP Stabile explained that the 10th Day Report provides data about the type of students enrolling in different areas and Will Edwards added that the report also shows enrollment changes in each area. President Granados added that the report also pertains to transferability and you can analyze who is taking what and linking it to the transfer rate. Christina Brophy raised a question whether it is possible to track students who dropped and the reason why they dropped. Will Edwards said that it could be done on a special request basis.

Maureen Musker inquired whether the information in the report is used in high schools outreach. She reminisced about the faculty-to-faculty events here on campus and commented on the high school teachers’ defensiveness when the topic of college unpreparedness by high school students came up. VP Latham replied that the data is shared with the district high schools both public and private. Dr. Granados added that collectively with the Superintendents, we are trying to address high school under-preparedness and explore why their students end up in Triton’s developmental education courses.

VP Stabile encouraged attending research seminars and contacting Will Edwards with questions.

**Internal Program Review & Title III:** VP Latham & VP Olson summarized the Title III grant which expired September 30. Several Title III initiatives which proved successful will remain. The initiatives are as follows:

a.) CTE Professional Development - an important part of the grant
b.) Director for Learning & Teaching (previously called Curriculum & Instructional Design)
c.) Student Success Strategist (previously called Retention Specialist)
d.) Early Alert System
e.) Welcome Center
f.) Collaborative spaces for ETRC
g.) Collaborative spaces for students throughout campus
h.) Online grades submission Learning Communities
i.) Student Portal

VPs Latham and Olson acknowledged that Title III provided significant funding that helped Triton working with student success. For example the Welcome Center was built to provide students with an open and inviting atmosphere. The Early Alert System, which is also a result of Title III, serves as a great tool for faculty to communicate with students when needed. VP Latham said that a more recent addition to the student success idea was to create spaces for students to gather on campus and engage in conversations and faculty are encouraged to join in. Units around campus with new sofas will be placed in several locations. VP Latham indicated that the units will be located in open areas away from classrooms. VP Olson said that another focus has been on the learning lounge, including laptops, smart boards and more computer stations.
Dr. Granados mentioned that those who attended the Strategy Institute last year learned that the Early Alert System has been successful.

Maureen Musker asked if all students have email addresses so that faculty can communicate with the students via e-mail. Mary Rita Moore replied that students are informed about it when registering for classes but noted that it is a responsibility of the student to establish and activate their e-mail address. Dr. Flaherty highly recommended the Early Alert System and said that he uses it frequently. He stated that it works well as an addition to contacting students. Faculty are encouraged to attend sessions in the PDC to learn about the system.

**Internal Program Review:** VP Latham in collaboration with the academic deans made a PowerPoint presentation on the subject. Dr. Latham pointed out that the internal program review would provide systematic, transparent, evidential material of the vitality of academic programs.

Paul Jensen described the evaluation process as more participatory. He mentioned development of the IPR included contact with peer-institutions to compare best practices. Sue Collins said that there are two sets of criteria for evaluation of the programs; primary criteria and secondary criteria. Jonathan Paver said that each of these criteria is put into a formula from which a score is calculated. Dean Baldin stated that, based on the findings and input from faculty, programs and disciplines will be assessed as vital, viable, static or in decline.

**Discussion:**

Dr. Flaherty asked if the outcome of the research will be shared with chairs & coordinators and VP Latham replied in the affirmative. She added that the chairs and coordinators will be able to work with other faculty in their areas. Kathi Deresinki asked if the administration has considered looking at previous programs that were withdrawn. VP Latham responded that these criteria were incorporated into that process.

Debra Baker asked for clarification on the difference between program enrollment and student enrollment and noted that if the college enrollment is down it will automatically affect the programs enrollment. One of the clarifications was that departmental environment and instructor involvement are related to student success.

Lucy Smith inquired about the origin of the formula and VP Latham responded that the formula is a result of numerous discussions and collaboration among the academic deans and that it is a modification of what is used elsewhere.

Dean Paver added that there will be continued discussions with chairs and coordinators to flesh out different areas. He stressed that that there are a lot of different ways to get the information that applies to viability of programs. VP Latham mentioned that program review will happen on an annual cycle to keep program improvement consistent and to avoid waiting five years to see if a program is declining. Lucy Smith questioned whether it was reasonable to make changes over a year.

Dr. Granados commended the group that made the presentation and said that discussions related to high cost/low enrollment happen every year. She stated that the collected data will be used in
leading the college in the right direction and added that it’s beneficial for all to know every year how we are doing. It is an ongoing process to keep our programs viable.

Paul Bhasin asked whether program withdrawal can mean that some courses could still be offered if a program is withdrawn. VP Latham replied that it will be assessed case by case.

Paul Bhasin acknowledged that this subject generates anxiety but noted that it would be an opportunity to show the administration the activity of each area. Debra Baker concurred with Paul Bhasin and commented that the yearly assessment of programs will get easier with time.

Maureen Musker asked whether this could be considered a pilot. VP Latham responded that a pilot is useful when it is a truly unique initiative but that this plan has already been tested.

Dr. Latham informed the members that the IPR would be due late summer so that there is enough time to discuss it. Senate members were encouraged to begin discussing the IPR with chairs and coordinators. This subject will be presented at the November 29 chairs and coordinators meeting.

President Granados encouraged everyone to embrace the program review plan and reminded all that it is a living document that is still being worked on.

Dr. Granados requested on behalf of three Functional Committees to provide input on the Vision and Mission Statement.

OLD BUSINESS

Hot Topics:

ADJOURNMENT

Motion: ♦ Cliff Allcorn made a motion to adjourn, seconded by Christina Brophy. ♦ Motion carried unanimously by voice vote. Dr. Flaherty adjourned the meeting at 4:20 P.M.

Respectfully submitted: [Signature]

Minutes Approved: [Signature]