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

Members Present: Paul Bhasin, Liz Brindise, Christina Brophy, Marianna Desmond, Maria Tereza Dyer, Michael Flaherty, Julie Gilbert, Cynthia LaGon, Maureen Musker, Barbra Zak

Adjunct Representative:

College Council Functional Committee Additions: John Cadero

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

Guests: Antoinette Baldin, Sue Collins, Will Edwards, Humberto Espino, Rebecca Fournier, Mike Garrity, Jonathan Paver, Darren Robards, Ric Segovia, Lucy Smith, Marge Stabile, Mary Ann Tobin, Amanda Turner, Lindsey Westley, Renee Wright, Marie Ange Zicher

APPROVAL OF MINUTES

Motion: ♦ Christina Brophy made a motion to accept the minutes of November 9, 2010, seconded by Liz Brindise. ♦ Motion carried unanimously by voice vote.

COMMITTEE REPORTS

College Curriculum: Dr. Michael Flaherty presented the curriculum report in the absence of Kristine Anderson. He went over the following curriculum recommendations:

ELT courses are deleted due to low enrollment in the HTI curriculum to which the ELT courses were attached.

Elementary Chinese courses were added Foreign Language curriculum.

Intermediate Swimming course is revised. Prerequisite was replaced with a recommendation to students to acquire basic swim skills before enrolling for intermediate swimming.

Humanities 299 - new seminar for Scholars Program students.

JRCNMT - revised curriculum to be aligned with the changes found in the most current Standards.

Visual Communication curriculum was revised and Digital Photography degree created to enhance the program. The equipment was changed for students to complete successfully the courses.

ACR - program was withdrawn but students will be able to complete courses tied to the program by Fall 2011.

Marketing - program was withdrawn but students will be able to complete courses tied to the program by Fall 2011.

ENT - revised curriculum. ACR 144 - Sheet Metal course was adopted into the Engineering Technology.
ENT 105 - Physics is being deleted and PLC Fundamentals which is a new course was added. 
Computer Network & Communication - curriculum is being revised. CIS 260 and CIS 261 courses were added for additional hand-on experience. 
Web Technologies curriculum has been revised. 
Horticulture went through an extensive revision to make the curriculum more relevant. 
Landscape Design – curriculum revised. The changes in the curriculum reflect the needs in the work market. 
Automotive curriculum is being inactivated to research other opportunities. Triton no longer has a partnership with Toyota. 
Office Careers is being revised including Entrepreneurship Certificate. 
Office Assistant curriculum is being revised adding Global studies. 
ARC curriculum was deleted as it is not tied to any program and has not been offered in the last three years.

Motion: ♦ Christina Brophy made a motion to accept the recommendations, seconded by Julie Gilbert. ♦ Motion carried unanimously by voice vote.

B. Academic & Scholastic Standards: Julie Gilbert reported that the committee met yesterday. She expressed her appreciation regarding the provided recommendations for changes to the membership. The committee is working on a new proposal for the spring semester. A draft document was discussed at a Deans meeting and we will forward to them feedback. The document will be then presented at College Hour before the next Academic Senate meeting. A proposal for College Hour was discussed and a college wide policy related to plagiarism was suggested. The committee is proposing a speaker for motivating student success. A workshop on the issue of plagiarism was discussed. The purpose of the workshop is to inform students about what plagiarism is. The committee is communicating with the library and CTE to discuss plagiarism especially related to the online courses. SEM will be notified of the changes.

Next meeting is scheduled for February 7. The time of the meeting is to be determined.

Dr. Flaherty asked Julie Gilbert whether there will be mandatory to attend this class.

C. Student Development: No report.

D. Academic Support: no report

E. Marketing: Paul Bhasin shared that the committee has a new faculty recruits and that they are looking forward to a productive spring semester.

F. Quality of Life: Christina Brophy reported that the committee is working on modifications to the Faculty Handbook. The committee wishes to focus on how to proceed with aggressive students. She gave an example on a disruptive situation in the classroom and the way the teacher handled it. She stated that the committee wants to consider privacy versus allegations. Liz Brindise noted that the Guide of Conduct contains a section on disruptive behavior. VP Marge Stabile commented that the subject was a hot topic on College Hour and that it has been forwarded to functional committee. President Granados added that the topic could be discussed at one of the College Hours in March.
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VP Doug Olson mentioned that Judy Darst did research on the subject and said that they will work on the issue with chairs.

The committee reviewed new classroom furniture options and encouraged everyone to check them out and provide feedback. There is a concern that the furniture does not accommodate large size students. Christina Brophy commented that the furniture displayed around campus is nice and provides an inviting atmosphere.

Christina Brophy stated that some classrooms are not configured to deal with technology presently available and that there are still problems with lights. She indicated that Humberto Espino is working on correcting the problem.

G. Professional Development: Liz Brindise distributed notes from November meeting and mentioned that the committee received supplemental information for speakers for the spring full-time faculty workshop.

Liz Brindise informed everyone that the Outstanding Faculty Award nomination form was sent out and asked the Senate members to encourage nominations for exceptional faculty members. The deadline for submissions is Monday, next week.

Maureen Musker noted that the process requires extensive work the nominees have to do which might prevent nominations. Liz Brindise replied that the process is simple and that the nominator just needs to submit a support letter. The application for the state is a little bit extensive but overall it is not difficult.

Chairs of the Senate Subcommittees are encouraged to utilize CTE or PDC for events related to their work. Mary Ann Tobin gave the Assessment committee’s Brown Bags sessions as an example.

VP Latham informed the members that Mary Ann Tobin’s candidacy for the Director of Teaching & Learning will go to the Board for approval.

Submissions for inclusion in CTE newsletter are due by January 22.

Next committee meeting is scheduled for tomorrow.

H. Assessment: Maureen Musker reported that at the December meeting the committee discussed membership change and recommended that Bylaws language be Three (3) Adjuncts may be included as voting members.

Dr. Latham attended the meeting where direction of the committee was discussed. Major points were that the committee should focus more on the creative, inspirational approaches to assessment rather than on policing participation. It is an ongoing discussion which will continue at the February meeting.

Sharing good assessments was recommended. The committee plans to make things more comprehensive and to have more cohesiveness. Maureen Musker indicated that a primary goal of the committee regardless of any shifting responsibilities, is to ensure assessment remains
faculty driven. She added that new members are welcome and encouraged joining the committee.

Function of the committee and Bylaws are being discussed.

Liz Brindise asked if the Assessment Committee is the repository for assessment and Maureen Musker replied in the affirmative but added that assessments are shared with the Research Department. Liz Brindise noted that the ICCB requires assessments done on a 5-year cycle and wanted to know how it would work in the future especially now that the program review is going to be done on a 1-year cycle. She asked if it would be possible to have a notification that this would be a recommended thing. Marge Stabile responded that presently assessments are done on a 5-year cycle. She added that there are elements in the ICCB review cycle that will be incorporated into the internal 1-year program review.

VP Latham commented that it would be helpful to mark the deadlines for ICCB and internal assessment timelines. She stated that assessment should be embedded into our culture in order to prove that we are improving our programs.

Program Improvement: No report

Learning Communities: Renee Wright reported that the Spring 2012 proposal forms will be passed out during the faculty workshop and will be due in 2/28/11. The Learning Community Coordinator Team welcomes suggestions and feedback on ways to improve our learning community offers and student participation.

Common Read Committee: Renee Wright reported that the first Faculty Author Spotlight was offered in November and was well attended. The CTE will feature faculty publications and are looking for faculty publication submissions. There is also a show case in the library which features faulty and staff publication. Refer publication information to the CTE or Common Read Committee members.

Ad Hoc Committee Reports:

ANNOUNCEMENTS

NEW BUSINESS

OLD BUSINESS

Hot Topics:
Academic Senate Report

The members requested that the Minutes from the last Chairs and Coordinators meeting be distributed to all faculty.

VP Latham replied that a draft of suggestions at the meeting is being worked on but added that the chairs & coordinators are welcome to share the information with departments. Dr. Latham stated that the document will be published by February 1. In the meantime, the chairs & coordinators should give input to the deans to adhere to the process.

AVP Antonich reiterated that the dialogue needs to happen with the deans first before the issue is discussed at Senate. She also encouraged faculty to initiate the conversation with chairs and coordinators.

Dean Paver agreed that the process needs to be followed and encouraged his faculty to provide feedback. Dean Baldin acknowledged that the coordinators in her area have shared the information with faculty and submitted their input. Dean Collins mentioned that she too has a list of input from her faculty.

Maureen Musker requested that the combined list be shared with faculty.

There was a discussion about the February 1st deadline for feedback on the program review. It was agreed to extend the deadline by two weeks so that everyone has the opportunity to read the document.

President Granados reminded everyone that shared governance takes time and planning and encouraged faculty to get involved noting that everyone should engage in discussion. She stated that the High Cost/Low Enrollment report can be used, postponing the IPR but that assessment of the programs will still happen.

VP Latham clarified the timeline for feedback and pointed out that the process for input includes departmental meetings, and communication with chairs and coordinators. She said that by the next Senate meeting the feedback will be discussed and the final product presented in March.

Dr. Flaherty encouraged everyone to take advantage of the additional two weeks and to provide feedback to deans. He reminded the members to forward to him any other agenda items.

VP Latham requested all feedback by February 15. The next Academic Senate meeting will be held February 8, 2011.

Maureen Musker asked if any summation of faculty feedback on the internal program review could be forwarded to faculty by e-mail.

Christina Brophy and Paul Bhasin were congratulated for achieving their doctoral degrees in their respective areas.

Mary Ann Tobin said that she is in the process of putting together a calendar for the spring semester and encouraged the members to forward to the CTE ideas for workshops.
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VP Doug Olson introduced Dr. Moye, Assessment Project Consultant. Dr. Moye will be working with various assessment activities through June 30, 2011

ADJOURNMENT

Motion: ♦ Christina Brophy made a motion to adjourn, seconded by Cynthia La Gon. ♦ Motion carried unanimously by voice vote. Dr. Flaherty adjourned the meeting at 4:30 P.M.

Respectfully submitted:  
Lidia Aratyn, Secretary

Minutes Approved:  
Michael Flaherty, Senate Chairperson