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

Members Present: Paul Bhasin, Liz Brindise, Christina Brophy, Sue Campos, Mary Casey-Incardone, Elli Charneia, Marianna Desmond, Maria Tereza Dyer, Michael Flaherty, Julie Gilbert, Cynthia LaGon, Larry Manno, Jacqueline Mullany, Maureen Musker, Emily Reabe, Lisa Samra

Adjunct Representative:

College Council Functional Committee Additions: John Cadero

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

Guests: Antoinette Baldin, Sue Collins, Will Edwards, Humberto Espino, Terence Felton, Rebecca Fournier, Mike Garrity, Bob Greenwald, Quincy Martin, Peggy Murnighan, Jonathan Paver, Darren Robards, Ric Segovia, Lucy Smith, Mary Ann Tobin, Amanda Turner, Lindsey Westley, Renee Wright, Marie Ange Zicher

APPROVAL OF MINUTES

Motion: • Larry Manno made a motion to accept the minutes of February 8, 2011, seconded by Sue Campos. • Motion carried unanimously by voice vote.

COMMITTEE REPORTS

College Curriculum: Sue Campos reported that all the curriculums presented were first reads so there were no items to present at today’s senate meeting. She indicated that there will be changes coming to the curriculum process with the addition of Technical Review committees. These changes are being initiated for several reasons. First it will open up the process encouraging more involvement in curriculum review, allowing more individuals to be knowledgeable in course and curriculum review according to ICCB and Triton College standards. Additionally it will allow for the person presenting the curriculum to directly meet with those reviewing the curriculum to answer questions and better understand changes that need to be made. This process will permit the planning meeting to better accomplish its main goal of agenda planning rather than course reviewing during its meeting. Lastly it is hoped that this process will free up time so that the curriculum committee will have the opportunity to engage in more discussion in matters pertaining to curriculum.

These committees will be formed from representatives from curriculum committee members, faculty, deans and agenda planning representatives. Each committee will be comprised of representatives from all three areas of the college, a counselor and a member of the agenda planning committee. Training will be provided so that all participants understand the standards used in the review process. The goal is to move this process to an electronic format to expedite meeting schedules for the committees. The goal is to have the process in place for fall 2011.
Academic Senate Report

March 8, 2011

Sue Campos encouraged that faculty can join committees, that this is not open only curriculum committee members. One of the goals of these committees is to make the curriculum process more transparent to the college community.

Dr. Flaherty acknowledged Kristine Anderson for the sixteen years she has served on the curriculum committee and added that she worked hard for the college.

There was a round of applause for Kris Anderson.

B. Academic & Scholastic Standards: Julie Gilbert distributed a copy of the minutes from yesterday’s committee meeting. The committee received a report from the focus group or sub-committee for online course success. The focus group is currently gathering data from other schools pertaining to best practices to promote student success. The focus of the subcommittee has changed from an optional quiz for online courses to a campus wide component in the new student orientation. This would expose all students to the requirements and success strategies for online courses before registration for such courses. It would also allow students to build skills where weaknesses are identified.

The subcommittee or focus group plans to develop a student survey about online success strategies and an online course orientation questionnaire.

It will meet next month to gather information and report back to the main committee. Julie Gilbert mentioned that based on feedback from student committee members, the information regarding online courses is not easily found for students on our website. This issue is also being addressed by the committee.

C. Student Development: Mary Casey-Incardone reported that the committee met February 28. The College Council has asked the Student Development Committee to review the Student Behavioral and Disciplinary Handbook. The handbook was last revised in 2009. The Committee has agreed to the assignment and is working on the project. We hope to have all changes made and present to the college community before the end of the semester. The updated version will be available in print and also online.

D. Academic Support: Larry Manno reported that the committee is presently dealing with the Focus Group and is exploring a possible creation of e-mail for all students. This would help instructors to communicate with students. Terence Felton stated that all students have e-mail address they just have to go through Triton blog to activate it. It was noted that in the new version of Blackboard, students will need to have a valid e-mail address because correspondences will no longer be made within Blackboard. All e-mails will be directed to an external e-mail address. Lisa Samra commented that e-mail communication is important and asked if it can be received by smart phone? Currently e-mails sent through Blackboard do not go to an external e-mail. Humberto Espino replied that Triton’s system interacts with any kind of smart phone.

E. Marketing: Paul Bhasin reported that the committee has no updates. He indicated that the committee plans to incorporate SEM workgroups and getting them on the agenda. He added that he will contact the chairs of the subcommittee to inquire about summaries from their meetings. Mary-Rita Moore replied that the subcommittee does not have official minutes but encouraged him to attend their meetings. Paul Bhasin said that he wants to make sure the flow of information goes to the Marketing Committee and asked if the SEM committee should attend the
Academic Senate Report
March 8, 2011

Marketing Committee meetings. Mary-Rita Moore encouraged him to reach out to co-chairs of the different groups. Quincy Martin noted that maybe there could be opportunity for the Marketing Committee to attend the SEM meeting.

F. Quality of Life:
Christina Brophy did the report on behalf of Kathi Deresinski. She said that the minutes will be forwarded at a later time. The committee is reviewing the membership. Christina Brophy stated that the new chairs and tables are fantastic and are giving welcoming atmosphere on campus. The Committee recommended using the same savvy interior design to improve more campus spaces in the hope of lessening the institutional feel of classrooms, hallways and offices.

The Committee will be meeting every third week of the month. Next meeting is scheduled for Tuesday, March 15 and the following one in April at 2 pm.

G. Professional Development: Liz Brindise said that Peggy Murnighan has tabulated workshop evaluation forms and that the results are positive. This year’s Outstanding Faculty Award recipients are Mary Bielski from Nursing Department and Renee Wright from the English Department. Both awardees will be recognized at the May 17, 2011 Board meeting. Liz Brindise stated that part-time faculty nominations are being collected and encouraged nominations. The committee discussed the ATD initiative and ideas were shared. There was a discussion about a Master Certificate program for adult literacy and developmental education. Those who are interested in those programs can contact National Louis University for information.

H. Assessment: Maureen Musker reported that at the March meeting it was recommended that a Task Force of Academic Assessment be established in order to address other topics in addition to classroom assessment. The Assessment Committee would have a representative if such a Task Force would develop and would reach out to people who are experts in their field.

The committee would also like to have someone on board who is knowledgeable about the Master Plan. VP Latham suggested including an Institutional Effectiveness representative as well. President Granados requested that the recommendations be put in writing and sent to her.

Brown Bag session is scheduled for tomorrow, March 9 from 2 to 3 pm in the CTE. The Status Report has been sent to liaisons. It will be uploaded to the Website prior to being sent to the Deans. Assessment plan assistance will be available at this session for those who request it.

Maureen Musker stated that the committee asked about assessment methods of ATD initiatives and whether there is a plan. She added that the committee would like to see it.
VP Latham replied that there is on-going data gathering and matters such as the Placement Testing are being introduced.

Dr. Flaherty announced that Maureen Musker is stepping down as a Chair of the Assessment Committee at the end of the semester and encouraged others to apply for the position. He will send a note to the a-senate about the opportunity. Those who are interest are asked to contact Dr. Flaherty.
Academic Senate Report

Learning Communities:

Renee Wright said that she is accepting Learning Communities applications for Spring 2012.

Ad Hoc Committee Reports:

ANNOUNCEMENTS

By-Law Change: Dr. Flaherty announced that the Foreign Language will be removed from the English/Library/Foreign Language Senate seat. The reason for this is that the Foreign Language Department has been moved into Social Sciences and it would be more appropriate to be placed with new colleagues. Dr. Flaherty mentioned that he discussed the subject with other faculty and added that Mr. Armas is in favor of it.

Motion: ♦ Lisa Samra made a motion to drop Foreign Language from the English/Library/Foreign Language group seconded by Julie Gilbert. ♦ Motion was approved.

NEW BUSINESS

None

OLD BUSINESS

Internal Program Review: Dr. Angela Latham, in collaboration with the Deans, provided an update on the IPR. Feedback (in italic) from faculty was received in February, changes were incorporated and sent out to chairs/coordinators. Dean Jonathan Paver who compiled the feedback, summarized it and clarified those items that were processed. Several people commented on the Negative impact of “W” and “F” grades on review scores. Dean Paver indicated that there were few comments on implementation of a “W” and noted that it would be a good topic to discuss at Senate. Special circumstance might impact IPR scores was discussed. Dean Paver indicated that these aspects, as well as, instructional innovation is limited by the equipment and technology available should be discussed with the area dean. He added that these types of details should be incorporated into the narrative. Dean Paver stated that there is never an expectation that any program will get a perfect score.

Dean Tonette Baldin reviewed the following timelines:

February - June chair/coordinators have conversation with faculty and others to substantiate activities.
June - September quantitative data will be made available
June - August program review report needs to be formulated together by chairs/coordinators
Dean Sue Collins stated that the Deans are available to meet with chairs/coordinators and encouraged regular communication. She encouraged everyone to start working with chairs/coordinators and to begin crafting narrative.

Lisa Samra noted that programs that are static or declining should be provided assistance with staff or budgetary resources to make them viable. Jonathan Paver replied that all of the deans are committed to working with faculty but the reality is that the college is faced with a lot of challenges.

Christina Brophy mentioned that in her meeting there was a lot of concern regarding the number of students that are not ready for their courses. Jonathan Paver replied that due to the very reason, data is being used to find out what strategies should be implemented to rectify the problem.

Lisa Samra inquired about whether the deans are going to develop program improvement strategies related to programs that are considered static. The deans replied that the process will involve close cooperation with the area dean and the VP to make changes that would result in program improvement before such a program would be withdrawn.

Maureen Musker expressed her appreciation for including the faculty feedback into the document and asked that the presentation with the changes highlighted by email to faculty.

President Granados thanked the VP and Deans for the presentation and asked the Senators to go back to their chairs and coordinators and communicate it at all levels. She said that in our shared governance structure it is important that there is accountability at every level. The President also stressed the importance of having transparency.

**ADJOURNMENT**

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

Respectfully submitted:

Lidia Aratyn, Secretary

Minutes Approved:

Michael Flaherty, Senate Chairperson