

**CALL TO ORDER:** Dr. Michael Flaherty called the meeting to order at **2:34 p.m.**



**Members Present:** Michael Flaherty, Ruth Hallongren, Edward Konstatny, Julianne Murphy, Dennis McNamara, Krysti Reece, Justyna Koc, Mary Casey-Incardone, Beth Dunn, Mary Elkins, Enisa Mehmeti, David Anderson, Rebecca Fournier, Lauren Kosrow

**Ex-Officio Members:** Susan Campos, Jodi Koslow Martin, Paul Jensen, Kevin Li

**Non-Voting Members:** Kurian Tharakunnel, Vezire Osmani

**Guests:** Mary-Rita Moore, Brenda Jones-Watkins, Purva Rushi, Pamela Harmon, Selma Mehmedagic, Angela Staunton, Gretchen Reyes, Derrell Carter, Shelley Tiwari, Leslie Wester, Raquel Cotuno, Tom Kanan, Kevin Forman, Marylou Murphy, Ally Miller, Humberto Espino, Michael Henson, Patrick Kane

## APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **March 9, 2021** Academic Senate Meeting. Beth Ann Dunn made a motion to approve, seconded by Dennis McNamara. Motion carried.

## COMMITTEE REPORTS

**A. College Curriculum:** Julianne Murphy stated that College Curriculum met on April 1. Julianne shared a PowerPoint presentation highlighting items for the Senate vote. The Committee focused on the curriculum revision and updating the format to the Guided Pathways. There were 4 curriculum revisions for Graphic Designs and Digital Photography, one Ophthalmic, one Radiographic, one Certified Medical Assistant, 12 Business and Accounting, one Modern Language, 8 EMC, 2 CIS, and 4 CJA for a total of 36 curriculum revisions. There were no major changes other than the formatting. There were 3 major course changes: CIS 253 changed names to “Visual Basic. NET”, CMA 101 changed from having lab hours to only lecture hours. VIC 288 Video Editing changed credits from 4 to 3, revised course description. One deletion: CIS 250. The content was updated in another course. There were 7 minor course revisions. Music updated some of their course outlines as did CIS updated to incorporate Triton College general outcome.

Julianne also shared:

She updated course outlines which have been reviewed within the last year. The CIS, MUS come in every month. The committee discussed a couple of items:

- Curriculum Mapping Templates (meeting with the Marketing department and IT to make sure these templates are implanted the proper way in the fall)
- Standardized Syllabus Template update:
  - New format will combine the course outline and the syllabus template
  - New format will be used in place of the course outline and will be called “Departmental Syllabus”

- Faculty will have the option to input their personalized information and maintain academic freedom, while adhering to the board policy, into the form's template
- The committee will draft and share with the Curriculum Committee members and Assessment, and Academic Standards committee, as well as other faculty. The Committee will bring to the Senate in May for a potential formal vote.

*Dr. Flaherty made a motion to accept the curriculum. Motion to approve curriculum by Rebecca Fournier and seconded by Beth Dunn. Motion passed unanimously.*

*Dr. Flaherty shared it might not give enough time for the Senate to look over the template update and vote.*

*Julianne shared that she agrees with Dr. Flaherty's comment; however, she stated that they will have two weeks to preview and vote. The Committee's vision is that everything that is on the course outline should be in the syllabus. The update is to make it look more user-friendly for faculty and students.*

*VP Susan Campos congratulated Julianne for getting this far. She said our students love when they walk into a classroom and feel comfortable in recognizing a syllabus that's familiar to them. Also, on the midterm, you should report if the student is participating or not.*

*Pat Knol asked if a student missed 3 assignments, will the student be withdrawn?*

*Beth Ann Dunn stated yes.*

*Dennis McNamara shared that the athletic program had a specific policy if a student missed 5 they couldn't participate otherwise it will be discretionary.*

*David Anderson stated we do not want to confuse assignments with attendance.*

*Dr. Flaherty stated we cannot withdraw a student for poor performance.*

**B. Academic & Scholastic Standards:** Beth Ann Dunn shared that the committee met on April 7th. The committee discussed two recommendations:

- Automating the petition process. Creating a PDF that is editable for the general petition. Denise Jones showed how to find a PDF of the general petition in records, also, there is an online version. After discussion with Denise, the committee decided to look into it in detail.
- The Student Portal-the language needs to be updated, it references counselors and advisors those rules have changed. The committee drafted a recommendation for the next May Senate meeting. It will be forwarded to VP Campos and VP Koslow Martin the recommendations for the portal to include a link of the financial and academic implications of a withdrawal.
- Withdrawal policy-ongoing discussion: Continue to discuss Instructor assigned W. The committee created a survey and will be distributed to the faculty. There will be a space for comments. Jennifer Linderman from the financial aid office offered valuable information on why the process of instructors assigning W's as a final grade can impact Triton negatively.

“When a class is reported as never attended, those credit hours are automatically excluded from the credit hours used to calculate the grant, the grant is then reduced and if the flag is set to “Yes” meaning they never attended very late in the term; Triton is responsible for those funds. If it’s reported as soon as possible they can reduce the grant before credit balances are released. Also, if a student does not complete any classes in a term, this can include W, F, I or, and R, a return of funds calculation is completed to see if the students earned the full amount of the grant. Some instances students stopped attending early in a term but were not withdrawn into late in the term after the credit balances have been released”.

- Discussion about the syllabus policy- Information from the Curriculum Committee was discussed. Shared information with the Academic and Scholastics Standards Committee. The Committee will review the current syllabus policy is compliant with IAI, ICCB, and will plan an extra meeting during the week of April 20 to review the Departmental Syllabus.

*Dr. Flaherty shared that if a student does not pass any classes and that affects us in any way there is not much that can be done. If a student is not coming to class and the instructor waits until the end of the semester it is a different issue. It should be done early, no one should be waiting until May to say a student has not been in class.*

*Beth Ann Dunn shared an instructor should be assigning a W because of attendance not because of performance. A student can withdraw because of their performance. The committee agrees that if the student has never attended a class that should have been indicated at the midterm verification point and not at the end of the semester.*

*Dennis McNamara stated that in the Board Policy Manual statement, faculty need to removed non-attending students by the end of the second week of class.*

*Beth Ann Dunn stated she was not aware of the Board Policy statement and will look into it.*

*David Anderson stated would hope that if somebody that has never been to class, has not only been dropped within the first two week, but certainly not make it past the midterm submission.*

*Julianne Murphy said all faculty will have the ability to look at the syllabus. Two weeks is enough time to comment.*

*Dennis McNamara stated that the Board Policy Manual 6020 statement states the 10<sup>th</sup> is the census date.*

**C. Student Development:** Mary Casey-Incardone stated that the committee did not meet this past Friday, April 9<sup>th</sup>. The new date will be sent to Dr. Flaherty.

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

**E. Campus Quality:** Jacqueline Mullany stated the committee met on March 25<sup>th</sup>. The committee focused on COVID-related matters.

- Public spaces
- Elevators
- Railings
- Bathroom doors

The committee received emails concerning the cleanliness of all areas mentioned above. Jacqueline stated that the Facilities Manager, John Averil, indicated that each of these areas including other frequently touched areas is routinely cleaned and disinfected. The cleanliness in the classroom between classes was also a concern. According to facilities management, each classroom and bathrooms have a time-stamped sheet indicating the time and date in which these cleaning took place. There is a protocol created with each maintenance worker in conjunction with scheduling so that they are aware when classes are being used and cleaned in between classes. The committee suggested the information should be available on the portal, so everyone is aware of these activities. Other questions were regarding masks and masks supplies, and will the college provide masks for employees and students. Masks are provided upon request but on a limited basis. Some areas like labs are on higher demands, facilities should be contacted. Other supplies requests for sprays, disinfectants should be made through the online work order available through facilities. The final issue addressed was the social distancing in the hallways once classes resume. According to maintenance and facility management, all furniture has been moved there are directional floor signs indicated where individuals should stand, along with directions of traffic flow in areas where there are countersigns, stickers, and signs posted providing instruction as to social distancing suggestions and signs regarding the mandatory wear of masks. The committee will meet on Thursday, April 15<sup>th</sup> at 2:30 p.m.

**F. Professional Development:** Angela Staunton stated the committee met on March 25<sup>th</sup> at 2 p.m. The committee is focusing on streamlining some of their documents turning them into google forms. Trying to make the forms user friendly. The committee is discussing the fall 2021 faculty workshop. The next meeting will be on Thursday, April 22<sup>nd</sup>.

**G. Assessment:** Krysti Reece, shared the committee met on March 29<sup>th</sup>. Krysti is working on updating the portal page in preparation for Learning Improvement Week. The committee discussed for general education outcome the sub-committee has been collecting artifacts from different faculty. There are over 200 artifacts received. 19-course representations related to written communication which the committee will be evaluating next week. The results will be provided in the fall of this year. Assessment Fellows are starting to turn in their reports, due next month. The peer review panel had the approved request for funding. Learning Improvement Week has started:

- Monday: Critical Thinking
- Tuesday: Hilary Meyer -Student Survey data collected
- Wednesday: John Cody and Geoff Hiller- Presentation about the course and program evaluation
- Thursday: Assessment Across The Disciplines
- Friday: Indiana University, Purdue University Indianapolis (IUPUI)

There will be a scavenger hunt related to assessment knowledge. Top 10 winners will receive a coffee mug and a gift. The committee had a discussion related to TK20 replacement. The committee is working with Marylou Murphy from Research. Once the syllabus template is formulated the committee will review it.

**H. Online Education and Technology**- Justyna Koc shared that the committee met on April 7<sup>th</sup> at 2 p.m. via blackboard ultra. The committee welcomed the new Instructional Designer, Kevin Forman. The committee evaluated two online training qualification waivers, the committee decided to request additional documentation on the first case, and on the second case, the pedagogy training instructors will review the blackboard shell of the faculty member before issuing waiver recommendations. Another item on the agenda is a reminder to review your emails from AVP Humberto Espino regarding blackboard system maintenance. It will start tonight and last until Friday evening. It will not impact the overall functioning of blackboard, but only the course of 2017-2018. It is encouraged to download those shells. There are new blackboard updates and enhancements. There are new features that will become available over the course of the next few semesters. There is an expanded gallery view that will be available to instructors and moderators. Old business items: discussed short training videos on grade and attendance tools will be available on the CTE website, especially for those faculty members that volunteered to test it out over the summer. The committee decided to wait on surveying the faculty members about their experience with technology and blackboard until all the new updates and features become available. The next committee meeting will take place on Wednesday, May 5<sup>th</sup> at 2 p.m.

## OPERATIONAL ASSEMBLY REPORT

Kurian Tharakunnel, stated that Operation Assembly met on Monday, April 12<sup>th</sup>. Kurian shared updates on the following committees:

- **Academic Affairs**: Reported that Justyna Koc, faculty member in Accounting, was awarded the Illinois CPA Society Outstanding Educator of the year 2021. Gretchen Reyes, faculty member in Business, was awarded the 2021 Association Counsel for Business Schools and Programs (ACBSP) Teaching Excellence Award Council for Business Schools and Programs (ACBSP) Teaching Excellence Award for Region 4. Both the Ophthalmology and Medical Assistant Programs received full accreditation following their most recent site visit.
- **Student Affairs**: Reported that the division is working to make sure a smooth transition as all employees will be returning to campus on April 26<sup>th</sup>. Still working on the communication for the Spring 2021 Commencement on May 15<sup>th</sup>.
- **Business and Facilities**: Reported that they brought a proposal regarding a new home for the mural artwork that was removed from B building during renovation. The proposed location for the display of the artwork will be in the J building stairwell. The proposal also includes displaying a plaque that will provide the history of the art work. A rendering of the mural in the proposed spot prepared by AVP Lambrecht was also presented. Operational Assembly unanimously approved the proposal and will be presented to the college council. A short survey to assess the Personnel Budget has been sent to all Cost Center Managers. The Cost Managers

are requested to complete the survey. The funds from the COVID-19 relief grant for students have been fully allocated based on student applications. (1,400 students and over \$2.1 million are allocated so far).

A new bank institution has expressed interest in opening a branch on campus. Discussion is ongoing.

- **Human Resources:** No report.
- **Technology:** Reported that the implementation of CRM Advise is progressing. They are also working on more ways on using the direct deposit from Colleague for student refunds and employee reimbursements. The contract for a locally hosted restoration of our website is ready for board approval.
- **Diversity:** Reported that the DEI Framework Committee met last month and will develop a diversity plan. The committee is working on finalizing the plan by end of May with Board approval in June and ready in July 2021. The Diversity dialogues for the administrators begin in April, with two additional meetings in May and June. Three meetings are left with Kaleidoscope.
- **Guided Pathways:** Reported that they have completed all the program maps and will go through the curriculum process in May.
- **Research and Institution:** Reported that the Community College Survey of Student Engagement is being administered currently, along with the faculty survey is available until May 12<sup>th</sup>. Please encourage students to complete the Student Survey by April 18<sup>th</sup>.

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## NEW BUSINESS

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### A. Announcements:

- Dr. Flaherty was nominated by Julianne Murphy and seconded by Dennis McNamara for the Academic Senate Chair 2021-2022.  
*Motion to elect Dr. Flaherty by acclamation. Motion passed unanimously.*
- Dr. Flaherty stated that faculty terms will be up this year: Dennis McNamara, Archawee Dhamavasi, Rebecca Fournier, Beth Dunn, Roseanne Feltman, Julianne Murphy, Larry Manno, Justyna Koc, Tomer Kanan, Jacqueline Mullany, Robert, Jaimes, Mary K. Elkins, and Edward Konstanty. Dr. Flaherty will follow up with each of the faculty.
- Dr. Flaherty reminded all that Academic Senate will be held on **Tuesday, May 11, 2021**, at **2:30 p.m.** via blackboard.

Shelley Tiwari shared Achieving the Dream National Network of Colleges thru this partnership we have access to relevant student success resources. Faculty and staff attended the Dream conference in February. The highlights of the conference were shared by Angela Staunton. One of our students was a Dream Scholar. Also, one of the topics was relationship building. Justyna Koc shared the conference was informative and inspirational. A lot of discussion of the inclusive classroom, presentation around the culturally responsive pedagogy. The biggest take

away confirming the importance of collaboration between the support staff and the faculty members. Justyna shared great phrases “building bridges”, “A well student is a retained student is a graduated student”. Michael Henson shared an example of a part-time student who took one class at a time. The school offered the student a hybrid format. Michael shared it broadened his expectation can vary from student to students. Patrick Kane shared other schools had success and the same challenges we have from student retention.

Shelley shared the Guided Pathways Updates:

Over 100 Maps have been successfully created in collaboration with Chairs and Coordinators, and Deans. Shelley shared a Sample Program Map. They are still working with the curriculum committee. Pillar 2 (Enter the Path): preparing to operationalize program maps in early student experiences. Pillars 3 and 4 are two new workgroups: redesign class scheduling processes to fit students’ needs and plans, and redesign support services to meet students. Pillar 4 Ensure Learning: use of learning outcomes assessment results to enhance teaching and learning, and use of high impact evidence-based teaching practices. Faculty interested in attending the next Dream conference should contact Shelley Tiwari.

Shelley welcomed the new Instructional Designer Kevin Forman. Kevin shared he has years of higher education experience, teaching ESL, Art History as well as faculty development. He is currently pursuing his doctorate in learning design and technology. He thanked everyone for welcoming him.

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## ADJOURNMENT

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*Motion to adjourn by Beth Dunn and seconded by Ruth Hallongren. Motion Carried.*

Dr. Flaherty adjourned the meeting at **4:02 p.m.**

Respectfully submitted: *Casandra Ramirez*  
Casandra Ramirez

Minutes Approved: *Dr. Michael Flaherty*  
Dr. Michael Flaherty