

CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at **2:35** p.m.



Members Present: Michael Flaherty, Rebecca Fournier, Ruth Hallongren, Edward Konstatny, Julianne Murphy, Dennis McNamara, Krysti Reece, Jennifer Giangreggo, Serpil Caputlu, Justyna Koc, Geri Brewer, Mary Casey-Incardone, Beth Dunn, Geoff Hiller, David Anderson

Ex-Officio Members: Susan Campos, Jennifer Davidson, Jodi Koslow Martin, Kevin Li

Non-Voting Members: Vezire Osmani

Guests: Mary-Rita Moore, Brenda Jones-Watkins, Kurian Tharakunnel, Purva Rushi, Pamela Harmon, Selma Mehmedagic, Sandra Berryhill, Angela Staunton, Gretchen Reyes, Derrell Carter, Shelley Tiwari, Enisa Mehmeti, Norma Villasenor, Tomer Kanan, Ric Segovia, Calvin Washington II, Christina Skasa, Raquel Cotuno, Tim Nystrom

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **December 8, 2020** Academic Senate Meeting. Beth Dunn made a motion to approve, seconded by Mary Casey. Motion carried.

COMMITTEE REPORTS

A. College Curriculum:

Julianne Murphy stated that College Curriculum had their first virtual meeting of the spring on February 4th.

Julianne shared a power point presentation with one new curriculum: C306L, Social Media Digital Marketing certificate. This is a 30-credit hour certificate, in collaboration with Business and IT department. It is 10 classes, of which two are new. There is one new program. There were 22 curriculum revision. Guided Program Maps were incorporated into the certificate or degree. Many of the revisions made were because of reduction in credit hours. There was one additional change of CIS, one course deleted CIS 261 and CIS 260 was revised to be a variable credit. There are two new courses in the Social Media certificate, Business Analytics and Digital Marketing. Two major course revisions: CIS 260 changed from 2 credits to 1-2 credits and is repeatable. HTH 281 changed from 2 credit hours to 1 credit hours. There were 6 minor revisions. There are courses that have not been revised by curriculum in many years. The CIS and MUS are actively worked on. Other courses are to be deleted or not offered, will encourage the chairs, faculty and coordinators to revisit running them again or deletion in the future.

Dr. Flaherty made a motion to accept the curriculum. Krysti Reece made a motion to approve curriculum seconded by Beth Dunn. Motion passed unanimously.

B. Academic & Scholastic Standards: Beth Ann Dunn shared that the committee met on February 3rd at 2 p.m. via zoom. The committee meets the first Wednesday of the month via zoom. If interested please email bethdunn@triton.edu and a link will be shared. Beth shared they had guest speakers, Denise Jones from the Retention and Student Engagement, and Dean of Academic Success Hilary Meyer, to speak about CRM Advise. CRM Advise is a tool that Triton uses to identify students that may be withdrawing or failing. It requires instructors to use blackboard to track attendance and grading. The committee discussed the results from the Spring Faculty Workshop. At the Arts & Science breakout session discussed about the withdrawal rates and data presented at senate. It showed students that withdraw are less likely to return to Triton. The committee decided to gather more research obtain by Kurian who cautioned how the data is interpreted. There are three items identified that the committee will work on:

1. Identify students that may withdraw
2. Educate students and faculty of the implications of a W
3. Fixing the process

The committee reached out to IT in having an automated process. Could a “popup” appear notifying the instructor of student withdrawals?

Beth Ann stated if a student received a withdrawal the next grade they received would replace the W. A withdrawal is on the student’s transcript but not on their GPA. If a student received an F and take the course again and receive an A, the F shows on the transcript and the A is counted on their GPA.

VP Campos stated transcripts tell a story. History of courses are looked in-to not only GPA, the W do not disappear and student think they do. It should be part of educating students of it.

Mary Casey shared when working with students in counseling and advising it is not only the long term but the immediate impact. At times students are advised or guided to take the W. Recently the Health Careers Department had consultations with students before the student is allowed to withdraw.

Beth Ann stated that Health Careers has been doing a great job with their process in conversations with students. It is educating our students, faculty and staff that is so important.

C. Student Development: Mary Casey-Incardone indicated that the committee will meet Friday, February 12th at 1 p.m. via Zoom. If interested, please send marycasey@triton.edu an email and a link will be provided.

D. Academic Support: No report.

E. Campus Quality: Jacqueline Mullany shared the committee will meet next Thursday, February 18th at 2:30 p.m. via Collaborate Blackboard. If interested, please email jacquelinemullany@triton.edu and the link will be provided.

- F. Professional Development:** Serpil Caputlu stated the committee will meet on February 18th. The spring 2020 Faculty Workshop survey were sent to faculty members and received good feedback. Richard Chen, Coordinator of Outstanding Faculty sub-committee, has 3 nominations and Joseph Klein Coordinator of Outstanding Full-Time Faculty sub-committee received 4 nominations. They are currently collecting documents from faculty for the selection process. Serpil shared that the bylaws were updated and can be viewed in the Professional Development webpage. The faculty workshop breakout sessions are scheduled to repeat in CTE during the academic year; the schedule is shared on the CTE catalog. Serpil will meet with Roseanne Feltman and Angela Staunton, the new Do-Chairs of the committee. Serpil thanked the faculty members for the opportunity working four years as chair for the Professional Development Committee.
- G. Assessment:** Krysti Reece shared that the committee met on January 25th and February 8th. The sub-committees will meet in the next week or two to work on their specific tasks. General Education Outcome are working with Kurian to identify courses to get samples from and start the evaluation of communication. They are discussing an adjustment to timeline related to the outcome. Also, they are working with Kurian on the replacement for TK20, Watermark. The committee is involved in the implementation process. Learning Improvement week will be held April 12-16. CTE is offering this month throughout the semester topics on Best Practices in Blackboard and Critical Thinking. Krysti shared that the peer review panel has \$30,000 funds available. Next meeting February 22nd at 3:30 p.m. via Collaborate.
- H. Online Education and Technology-** Justyna Koc shared the committee met on February 3rd. The committee will continue to meet the first Wednesday of the month via blackboard ultra. Please email jusytnakoc@triton.edu if interested in the meeting link. The committee has been assigned a blackboard shell and documents are available for the committee members to review. The first training presented on February 2nd was on blackboard collaborate ultra. There will be other committee members presenting on variety of topics. Some of the topics are Best Practices of E-learning and teaching, and some are specific topics within blackboard such as calendar and grade book. Faculty members are encouraged to visit the CTE to sign up for the 30 minutes trainings. The committee also reviewed documents provided by AVP Jensen analyzing proof that adjunct faculty members had received proper online training not in house. The committee is happy to review and provide suggestions or recommendations; however, the final approval will be from the Vice President. The committee also discussed creating a template or rubric that can refer to make the process more standardized. Guest speakers Denise Jones and Hilary Meyer provided information on CRM. The committee provided a variety of feedback and suggestions on how to make this process successful. In order for the CRM system to work, faculty members must utilize gradebook and attendance tool currently not considered a standard practice at this time. The committee's concern is faculty members not having sufficient training, and concerns regarding academic freedom. The committee has reached an agreement to provide more training on these particular tools and create awareness and show the faculty members how these tools can be utilized and other potential benefits. Next meeting will be on March 3 at 2 p.m. via blackboard ultra.

VP Campos stated best practices is when students know how their moving along in a course. There might be a slight pushback due to faculty not knowing how to use the gradebook function and welcomed the opportunity for faculty to learn more and how it will be beneficial to students.

Justyna Koc shared clarification on the anticipated pushback on attendance tool, the majority are using a spreadsheet which is submitted to records department at the end of the semester. The committee's concern was keeping attendance utilizing two different tools.

Dr. Flaherty shared having problems with grades on blackboard being misleading. He would like to see grades on blackboard improve.

Krysti stated the attendance tool was there but nobody knew it was there and it is hard to use. Krysti stated she can help on how to use the tool.

Beth Dunn shared that a chair from the math department use a different tool to grade. She cautioned members that because blackboard is not used to share grades that they are not sharing grades with students.

Justyna Koc said she utilizes Cengage, Wiley Plus and McGraw Hill; these platforms and the grade books can be integrated to blackboard gradebook.

OPERATIONAL ASSEMBLY REPORT

Kurian Tharakunnel, stated that Operation Assembly met on January 31st and February 8th. Kurian shared updates on the following committees:

- **Academic Affairs-** Reported that the website for Amazon program will be going live soon. The virtual information sessions for co-hort programs for Amazon employees will be conducted next week.
- **Student Affairs-** Reported course preference survey has been sent out to students. The survey asks students about their preference for the modality of the course they prefer in fall 2021. Black History Month is being celebrated in collaboration with many areas of the college. The TCSA election will be held in the month of March.
- **Business and Facilities –** Reported that Business Services will bring forward a 5 year tuition plan increase by \$5 each course starting this fall 2021. Not official until it goes to the board for approval. Business Services team along with many others across campus working on the vaccination site at Triton. The vaccination site is operated by Cook County Health Department; hours of operation are Monday through Saturday 8:30 a.m. 5:30 p.m. According to the Cook County Health Department 630 patients per day is the goal. Triton is not generating any revenue. Triton has received additional funds from the Federal government related to the pandemic relief \$7.9 million towards institute expenses and \$2.1 million for students. The new Coronavirus Relief fund grant is called CAR-RISA (Corona Virus Response and Relief Supplemental Appropriations Act).
- **Human Resources-** No report.

- **Technology-** Reported that all W-2's, 1098-Ts, 1099-s were processed on time in January.
- **Diversity-** Reported that the Educational Training Component of the DEI Action plan will be on March, April and May.
- **Guided Pathways-** Reported that the majority of program mappings have been completed with the collaboration of faculty. They are planning to get the Curriculum Committee approval for all mappings by next month. The committee is currently discussing program mapping for part-time students, and also, discussion on institutionalizing the mapping rubric created by the faculty in the curriculum process. CRM Advise implementation is continuing. The committee also launched a workgroup for Pillar 3 co-chaired by Dean Hilary Meyer and Associate Dean Derek Salinas. The workgroup will be working on the topic of efficiency scheduling of courses.
- **New business-** Displaying art at public spaces in Triton buildings brought forward by Chef Christopher Clem.

Geri Brewer shared if the nursing students can assist with the Cook County Health Department in administering the vaccination.

President Moore indicated that she and VP Campos have talked about the possibility of nursing students assisting during the cook county vaccinations here at Triton. She will notify Geri Brewer if an opportunity should arise. Also, President Moore stated Triton is not involved with any appointments or advanced groups.

Dennis McNamara shared if you work in Cook County even if you do not reside in Cook County, you can contact the Cook County of Public Health to arrange vaccinations.

NEW BUSINESS

A. None.

Other:

VP Campos shared not everyone comes to the meeting and minutes are not available immediately. She suggested having committees post when the next meeting will be held. It would be beneficial to our new faculty members.

VP Campos stated on the senate website there are links to all the committees, suggested having a calendar added for upcoming meetings.

Justyna Koc stated under each committee sub-section she can provide the blackboard link and list all the meetings having them in one place.

Announcements:

- Dr. Flaherty welcomed Dr. Tomer Kanan from the Science department.
- Dr. Flaherty shared Serpil Caputlu is stepping down from the Senate and Chair from Professional Development. Roseanne Feltman is interested in taking the Senate seat. Angela Staunton is interested in getting involved in as Co-Chair. Roseanne Feltman will take the Senate seat after the Professional Development Committee meeting this month.
- Dr. Flaherty stated that at the last College Council meeting the Senate received a compliment from President Moore stating she was impressed with the discussion from Senate this semester.
- Dr. Flaherty reminded the senators that half of the members are up for elections at the end of this school year. Members are eligible to run again--there are no term limits. Dr. Flaherty mentioned would like to look into the bylaws for the elections for the senate chair. More details forth coming.
- Dr. Flaherty reminded all that Academic Senate will be held on Tuesday, March 8th at 2:30 p.m. via blackboard.

ADJOURNMENT

Motion to adjourn by Krysti Reece and seconded by Rebecca Fournier. Motion Carried.

Dr. Flaherty adjourned the meeting at **3:47 p.m.**

Respectfully submitted: *Casandra Ramirez*
Casandra Ramirez

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