

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, Jennifer Giangreggo, Justyna Koc, Mary Casey-Incardone, Beth Dunn, Christopher Clem, Mary Elkins, Enisa Mehmeti, David Anderson, Rebecca Fournier, Lauren Kosrow

Ex-Officio Members: Susan Campos, Jennifer Davidson, Jodi Koslow Martin, Paul Jensen,

Non-Voting Members:

Guests: Mary-Rita Moore, Brenda Jones-Watkins, Jean Dugo, Kurian Tharakunnel, Purva Rushi, Pamela Harmon, Selma Mehmedagic, Angela Staunton, Gretchen Reyes, Derrell Carter, Shelley Tiwari, Leslie Wester, Norma Villasenor, Tim Nystrom, Briceida Tapia, Christina Skasa, Denise Jones, Raquel Cotuno, Tom Kanan

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **February 9, 2021** Academic Senate Meeting. Dennis McNamara made a motion to approve, seconded by Rebecca Fournier. Motion carried.

COMMITTEE REPORTS

A. College Curriculum: Julianne Murphy stated that College Curriculum met on March 4th. Julianne shared a PowerPoint presentation highlighting items for the Senate vote. There were three new programs C401I Sustainable Agriculture Certificate- 30 credit hours, C447H Truck Engine Repair certificate-16 credit hours, and U224A31 Anthropology will be changing from AA replacing Anthropology AS. 10 program revisions involve the guided program mapping. The title was changed for CVT to Truck Brake & Suspension. Reactivated one program C401E Sustainable Production Certificate 16 hours. Inactivated two programs C4017T Mobile, Web, Data Science App Development Certificate, and U230A31 Anthropology replaced with U244A31. There is one new course: AUT 155 Truck Engine Power Plant. There were four-course revisions to the course outlines from the auto department AUT 120, 135,140,145 the CVT is changing to reflect the language of TRUCK. There four minor course revisions updating to the new course outcomes for Triton College CIS 120, 189, 214, 262 were updated for the new GECC outcomes.

Julianne also:

- Encouraged curriculum committee members, deans, chairs, and faculty any curriculum changes that will impact other departments please communicate those changes between the other departments.
- Said IAI Submissions for any course that need approval or re-approval should be submitted to the curriculum committee. First, the committee approves then Triton approves, then sent to State. IAI documents should not go the State without coming to the curriculum committee first.

- RHT 101 placement update- some of the courses at the college have a pre-requisite which states you must place RHT 101. The curriculum committee reviewed 71 courses. Most courses kept the pre-requisite; MATH and MCM removed the pre-requisite.
- They are working with Mapping Steering Committee to update Curriculum Proposals with new Mapping Templates (AA, AS, AAS, CERT, GECC, AGS).

VP Campos shared other items discussed at the curriculum meeting where the course syllabi and requirements and alignment with board policy #6080 require outcomes be placed on the syllabus. Deans will work with chairs, coordinators and faculty on the topical learning outcomes that are posted on the syllabus. All syllabi will have the topical learning outcomes listed on each of the syllabus.

Dr. Flaherty made a motion to accept the curriculum. Dr. Flaherty 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 Wednesday, March 3rd. The committee had a visit from Michael Garrity. The committee shared ideas of an automated petition, possible ways on how to accommodate. Also, discussed were ideas for notifications on the portal when students that want to withdraw themselves, and ideas on possible ways to warn the students in the academic and financial implication of withdrawing. The committee is working on a process in preparing a recommendation that will be presented to the Senate for approval to present to VP Campos and VP Koslow Martin. They continue to discuss changing the last day instructors can withdraw students from their courses. A survey will be forthcoming from ASSC asking faculty their opinion on the last day to the withdrawal date.
- C. Student Development:** Mary Casey-Incardone stated that the committee met on Friday, March 5th. The committee reviewed the survey Dean Hilary Meyer back in December regarding Student Satisfaction. The committee will put together two panel discussions online for our students. The first panel discussion will be on student safety during COVID. The second panel discussion will be held at the end of March will be talking about benefits and challenges of extended remote learning and homework. Flyers will be sent out once guest speakers confirmed. Encourage students to attend.
- D. Academic Support:** Christopher Clem stated committee met on Tuesday, February 23rd. The committee had Dean Hilary Meyer visit and talk about the student preference survey. Christopher shared highlights from the survey results:
- The need to take a specific course meaning required for the program
 - The type of class offering meaning the modality ERL versus in-person
 - Student support services (advisor/counselor) helped them in deciding the courses to enroll in Spring 2021
 - 79% of students prefer to be contacted with their Triton email address
 - 37% of the respondent plan to graduate or transfer by Fall 2021
 - 40% of students selected ERL as their first preference for Fall 2021
 - The issue that has the highest impact on student decision-making for enrolling in Fall 2021 is their schedule (work, or dependent care), followed by COVID-related health concerns, and financial circumstances

The committee had a visit from Director Deborah Kaczmarek from the CASS office. She shared a better understanding of the note-taking software. The Sonocent note-taking software is free to all enrolled students as well as faculty. Anyone interested please contact the CASS office by sending an email. Also, despite the note-taking software is a tool doesn't necessarily mean will fit every student's personal need or accommodations. The need for actual note-takers still exists. The CASS office continues to have difficulties identifying or locating students to do that. They encourage faculty to find volunteers who earn a stipend. Post the snowfall a survey was sent to the full-time faculty specifically those who inquired to teach on campus whether the snowfall had an impact on teaching and learning. 16 classes were scheduled for in-person learning and an additional 60 classes in a blended format. 13 responses came in two-thirds of the respondents made the election to switch to remote learning rather than risk student safety. Just under one-half of those faculty felt they did not received support from triton decision-maker. Of the respondent who taught on campus, most reported students arrived late or absent due to the weather condition. Only one-quarter of the respondents indicated that if the college had declared a switch to remote-learning they will not be able to meet their learning outcomes. 12 of the 13 respondents expressed it would have been advantageous to student success to have hosted classes remotely due to the heavy snowfall.

E. Campus Quality: No report.

F. Professional Development: Angela Staunton stated the committee met on February 18th at 2 p.m. Roseanne and Angela are splitting the position. The number one item discussed was that the committee members received the nominees for the Outstanding Faculty for both full-time and adjunct instructors. The committee is reviewing the packets and filled out a rubric. The Outstanding Full-Time faculty is Justyna Koc from the accounting department and the Outstanding Adjunct Faculty Dr. Kelly McFarland from the science department. The committee will discuss at their next meeting ways to celebrate the success of the two faculty members and share information on their best practices in their classrooms. The committee reviewed the survey from the spring faculty workshop, there were 41 total participants. The next meeting will be on March 25 at 2 p.m. via Blackboard.

G. Assessment: Krysti Reece, shared the committee met on February 22nd. The committee discussed the Watermark implementation for replacement of TK20. The committee needed an implementation team. The committee is responsible for two different parts. The first part is self-study and planning. Also, identifying committee members that were willing to assist in the process. Krysti will be the core one and Marylou Murphy moving forward will meet Thursday at 2 p.m. The committee still formulating the final portion. The committee is looking at the rest of the assessment processes on to the platform. The work of the assessment fellows are program assessments and course assessment. Other discussion was the Peer Review Panel the subcommittee to potentially adjust the process of getting those different requests for funding. The committee received the first request and has moved to the VP office. They also discussed general education outcomes. Letters went out last week for courses identified. Derek, Krysti and Maxi discussed the process which will remain the same as last year and will work with Kurian to identify random selection of courses that mastered written communications. Learning improvement week, Mary Casey and Aly have worked hard along with their subcommittee. April 12-16, Summit April 16 and IUPUI. The committees focus is on Critical Thinking, ERL and our experiences.

H. Online Education and Technology- Justyna Koc shared that the committee met on Wednesday, March 3rd. The committee discussed the past and upcoming CTE blackboard trainings. Justyna encouraged members to sign up for the blackboard training will be on Thursday, March 10th at 3 p.m. it will be an open forum talking about blackboard collaborate-ultra experience. Please sign up through the CTE portal. Also, discussed different training methods specifically recording a short video on specific topic or tool within blackboard. The second topic was about protocol to approve the online teaching qualifications for adjunct faculty members. Any requests looked upon by the committee should come from the administrator either from the department chair, dean. The protocol should be the faculty member consults with their department chairperson or coordinator then with the dean and if the dean needs additional information or recommendations then they would contact the committee. The survey results reviewed were presented by Shelley Tiwari about faculty remote teaching and learning this survey was conducted in May 2020. It might be appropriate to conduct a similar survey to get a general feeling of the faculty's experience and satisfaction or dissatisfaction with technology and blackboard. The committee received a request from Dean Meyer from Academic Success and Denise Jones Dean of Retention and Student Engagement shared information of CRM Advise. They have put together a video and Denise shared the following:

- Providing Holistic support for our students
 - CRM Advise will go live Summer 2021, in preparation for Fall 2021
 - Provide students with more personalized engagement and supports
 - Students will be able to interact with various departments and staff in one platform
 - Ensure students are staying on track to graduate
 - The system will talk with our colleague system as well as student planning tool for degree audit and academic programming evaluation
 - Stay up to date with notifications regarding registration, events and campus communication
 - Help students before the need help
- What is the roll of the faculty?**
- Submitting retention alerts
 - Ensuring the information is updated in Blackboard so it can be incorporated into our success indicators
 - Attendance Tool
 - Gradebook
 - Looking for volunteers to use the attendance tool and gradebook
 - Proficiency in Blackboard a plus, but willingness to learn is great too!

They encouraged Full-time Faculty and Adjunct who want to be part of the project to please contact Dean Meyer hilarymeyer@triton.edu and Dean Jones denisejones@triton.edu by March 15th.

Dr. Flaherty asked do we have enough personnel to do this? Currently, if we send a retention alert the student is simply sent an email with information that has to be on the syllabus. Just sending an email to talk to their instructor might not help much. Will it be more than electronic notices?

Dean Jones stated there will be something additional, the faculty will see the difference metrics that have been put in place as well as outreach that has been done with a student. Currently they are trying to have actual engagement plans and processes depending what the alert is. Specific alerts may go to advisors, tutors, financial aid, or the counseling team. The majority will be handled by our advisors and student success strategists.

Beth Dunn asked regarding volunteers, is it only for ERL and certain classes or volunteers for online classes?

Dean Jones stated looking for volunteers from all modalities trying to get a good gauge of how to leverage CRM Advise. They are working out with the pilot team during the summer to roll out for fall 2021.

Justyna Koc shared the committee will provide training on grade book in April. There will be a short video to show faculty members on the attendance feature. More information to come on the training.

OPERATIONAL ASSEMBLY REPORT

Kurian Tharakunnel, stated that Operation Assembly met on March 8. Kurian shared updates on the following committees:

- **Academic Affairs:** Reported that in collaboration with enrollment services will be arranging community events in the coming months promoting summer programs. The first event will be held on April 18th Automotive Car Show held in the parking lot of the T Building. High Schools with the automotive programs are invited.
- **Student Affairs-:** Reported that the Spring 2021 Commencement Day will be on May 15th.
- **Business and Facilities:** Reported they would like to clarify that there is no shortages of PPE kits on campus. The one year tuition plan has been approved by the Board of Trustees. Business services worked with other areas to ensure the plan details were discussed with students. The four year tuition plan and five year fee plan for health career programs will be going to the Board of Trustees approval for March Board meeting.
- **Human Resources:** Reported that the Employee Recognition Ceremony will be held on February 29th in the afternoon.
- **Diversity:** Reported that the contract with Kaleidoscopes was approved by the Board of Trustees in their February meeting. A message from AVP Carter to all employees will be forth-coming requesting interest in being part of the Diversity Framework committee that will be developing the Diversity plan.

- **Guided Pathways:** Reported that Program Mapping is continuing and aiming to wrap it up by the end of this month. They are working on creating templates of the mappings in different areas that can be used in the college catalog.
- **Research and Institution:** Reported that the community college survey of student engagement will be administered from March 14-April 18. The companion survey for faculty the community college of faculty survey of student engagement will be administered April 5. These two surveys are national surveys administered every three years. Kurian encouraged members to help promote the survey with students and participation of the faculty part of the survey.

NEW BUSINESS

- A. Dr. Flaherty proposed bylaw change in the election of the Senate leadership. There was a punctuation change in the third paragraph. First paragraph puts into place what the senate does which is follow the standard rules for elections. The significant changes are in the second paragraph, which deals with the process. The approved document will be placed in the Senate bylaws for reference. Nominations for senate chairperson will take place at the beginning of next month's senate meeting.

Dr. Flaherty made a motion to accept the proposed senate leadership election changes, seconded by Dennis McNamara. Motion passed unanimously.

Announcements:

- The Chair is a one year position and nominations will be in April. Half of the members are ending their terms. Dr. Flaherty will be contacting members to set something up in their department. If more than one person wants it there has to be an election. Every full-time faculty that you represent is eligible to run. There are no term limits in senate.
- Dr. Flaherty reminded all that Academic Senate will be held on **Tuesday, April 13, 2021** at **2:30 p.m.** via blackboard.

ADJOURNMENT

Motion to adjourn by Krysti Reece and seconded by Edward Konstanty. Motion Carried.

Dr. Flaherty adjourned the meeting at **3:32 p.m.**

Respectfully submitted: Cassandra Ramirez
Cassandra Ramirez

Minutes Approved: Dr. Michael Flaherty
Dr. Michael Flaherty