

CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at **2:32 p.m.**



Members Present: Michael Flaherty, Ruth Hallongren, Julianne Murphy, Justyna Koc, Mary Casey-Incardone, Beth Dunn, Mary Elkins, Rebecca Fournier, Jacqueline Mullany, Jennifer Giangregio, Salvatore Siriano, Christopher Clem, Angela Staunton, Krysti Reece, Lauren Kosrow, Dennis McNamara, Roseanne Feltman

Ex-Officio Members: Susan Campos, Paul Jensen, Pamela Harmon,

Non-Voting Members: Kurian Tharakunnel, Erica Baffa

Guests: Mary-Rita Moore, Purva Rushi, Humberto Espino, Geoff Hiller, Jennifer Davidson, Ty Perkins, Gretchen Reyes, Jean Dugo, Shelley Tiwari, Laura Wagner, Denise Jones, Leslie Wester, Daniele Manni, Hilary Meyer, Jacqueline Lynch, Patrick Kane, Amy Pinc, Sylvia Pongener, Alex Terrazas, Selma Mehmedagic, Kevin Forman

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **February 8, 2022**, Academic Senate Meeting. Christopher Clem made a motion to approve, seconded by Dennis McNamara. Motion carried.

COMMITTEE REPORTS

A. College Curriculum: Dr. Julianne Murphy stated that College Curriculum met on March 3rd.

- New Program (1):
 - C407W Cisco Certified Network Associate Prep, 12 credit hours; 4 classes
- Minor Program Revision (1):
 - C216C Surgical Technology AAS (replaced MAT 055 with MAT 065)
- New Course(s) (1):
 - RHT 090 Learning Framework for College Reading and Writing (5 credit hours) will replace RHT-098 & RHT-099. Student will take the Triton Placement Test and pending results they will be in either RHT 090 or co-req with college level RHT class or RHT 101. (New State Laws state students cannot spend a lot of time in developmental MAT or RHT at the community college level).
- Minor Course Change (2)
 - CIS 121 has new pre-req
 - CIS 220 has new pre-req

Dr. Flaherty asked for a motion to approve the College Curriculum report: Beth Dunn seconded by Krysti Reece. Motion carried.

Dr. Murphy also shared other items updates:

- Watermark Update:
 - Catalog Update-Completed
 - New Curriculum Management Module-first submission this week to test approval process
 - Training videos will be created
 - Three different curriculum forms:
 1. New/Reactivate form
 2. Delete or inactivate form
 3. Revised curriculum form
 - New Course Outline/Department Syllabus-work will begin soon

B. Academic & Scholastic Standards: Roseanne Feltman stated that the committee met on March 2.

- Voting on the bylaw change adding an Advisor as voting member
- Discussed syllabus policy
- Discuss Forgiveness policy
- Adjusting meeting time for committee members
- Next meeting April 6th at 2:30 p.m.

Dr. Flaherty asked what does Forgiveness Policy mean?

Ms. Feltman stated the Forgiveness Policy for example: a student comes to Triton out of high school starts a program gets an F and then leaves and come back 10 years later. Different schools have different types of Forgiveness policies, the committee will review and decide on the next meeting.

Erica Baffa asked will there be a specific time limit in terms of Forgiveness i.e. will a past bad grade or poor GPA would be forgiven after a set time?

Ms. Feltman stated it has not been decided yet and its something that will be taken in consideration.

C. Student Development: Mary Casey-Incardone stated that the committee met on March 4th.

- Focus Groups Discussion
- How faculty members will be implementing the questions
- Questions will be administered in class by the instructors
- Some students will be at separate locations
- All of the focus group questions will be administered after spring break
- Questions in the focus groups are centered around the notion from VP Koslow Martin, of Welcome and Care: Do the students feel welcomed, do the feel cared for?
- Please email marycasey@trtion.edu if you would like to be included on the committee.
- Next meeting Friday, April 1st at 1 p.m. via Blackboard Collaborate.

D. Academic Support: Christopher Clem stated the committee will meet on March 24th.

- Will be discussing the board policy 6080
- CRM Advise - Christina Hunt will be updating on the developments
- Next meeting March 24th at 1 p.m. via Blackboard Collaborate

E. Campus Quality: Dr. Jacqueline Mullany shared committee met on February 17th via Blackboard

Topics to discuss next meeting:

- Membership reviewed: vacant spots in Student Affairs/Academic Affairs Health Careers/Public Service and student representative
- Faculty interested in becoming a member of Campus Quality committee please email jacquelinemullany@triton.edu or michaelflaherty@triton.edu
- Working on policies-language of campus club policies
- COVID-19 related discussions-please contact Maintenance/Facilities department for additional supplies
- Next meeting March 24th at 2:30 p.m. (might move meeting before or after workshop)

Minutes from Greening Campus committee:

- Bee Campus renewal due at the end of the month
- Tree festival students passed out 200 packages of Bee feed flower mix
- Upcoming events: Bee house challenge (students can create a Bee house which will be displayed on campus)
- Trash tag reminder- first Thursday of every month at 11 a.m. in the Library
- Information Desk A building-once a month collect plastics from nearby Forest Preserve
- Meeting held March 7th at 3 p.m.

Mr. Clem shared that the Greening Committee did not meet on March 7th postponed to March 21st via Blackboard. Also, stated the Student Clubs had trouble with continuity due to being a two-year institution.

Dr. Mullany stated some of the rules may be restrictive to allowing all of our students to participate.

Dr. Flaherty reminded chairs that their bylaws match their member list. Any changes need to be voted on through Senate. The Bylaws state that for every Senate committee full-time faculty must be at least one vote above 50%.

F. Professional Development: Krysti Reece shared the committee met on February 17th

Topic to discuss on the next committee meeting:

- Survey results from Spring Faculty Workshop
- All outstanding faculty award nomination forms and applications converted to digital format (received 118 submissions for nominations) also, students were able to nominate full time and part time instructors.
- Due date Thursday, March 10th for nominees to finish process
- Previous award winners cannot apply
- Next meeting Thursday, March 24th at 2 p.m.

G. **Assessment:** Krysti Reece shared the committee met on February 28th at 3:30 p.m. via Collaborate.

- Learning Improvement Week: Monday, April 18th thru Friday, April 22nd
- Final theme-Making Assessment Meaningful
- Scheduled activities-Wordle, coffee and cookies
- Peer review panel-approved funding for additional lab station for Sterile Processing
- Program and course level assessment
- GEN Ed evaluation-in the process

H. **Online Education and Technology-** Justyna Koc shared that the committee met on February 9th and March 2nd.

- Received administrative feedback on the Online and Hybrid Protocol Proposal Forms
- Identified a few points that needed clarification
- Forms presented to the OETC members no further questions or concerns. The committee finalized the forms.
- DRAFTS were sent to all senate members
- Final corrections to the forms were presented:
Protocol for Online and Hybrid Course Development – no changes
- Once copy of the approved proposal should be sent to AVP of Technology and Innovation and another copy sent to Instructional Designer
- Review Process for Online and Hybrid Courses- the original paragraph was deleted. The LHEs are being taken care of by HR and the “Blue Form” is for the Stipend
- The Peer Review Committee- a paragraph was removed and placed under Faculty
- Additional language added for the Adjunct instructors
- Proposal Forms- no changes
- Development of courses not for joint ownership-the sentence was deleted (the college is not interested in developing online courses that are not co-owned with the college)
- Number of credits/courses for course online or hybrid was added
- After spring 2022 a new version will be used: Blackboard Ultra
- All completed forms should be forwarded to Department of Technology and Innovation also to the Instructional Designer.

Dr. Flaherty asked if people want to develop a hybrid or online course for their own use only and still get it approved by the college and do not expect money, can this be ok to do.

VP Campos stated i.e. if you want to develop a course that you want to teach here at Triton, the challenge is any course putting out has to be vetted and co-owned with the college.

Dr. Flaherty asked if I want to do my own RHT 102 shell and willing to have it vetted but I want to do my own even though the college already owns one and willing to do it with no compensation?

VP Campos stated if its an online class it's the version that we offer here on campus. Its not the same i.e. if your teaching RHT 101 and a course developed that's not to say you can't add

resources you'd like to teach off of you do have to stick to how the course was structured at that point and time. There is a flexibility you using the approved shell.

Mr. Christopher Clem asked if when courses go through the approval process the intention is that they are co-owned with the college because then they are intended to be the standard that would be deployed with every section of that course.

VP Campos answered yes to Mr. Clem's question. Adjuncts are always welcomed to develop a course. Faculty members can add resources to be added to a course.

Ms. Patricia Knol asked if an online course created for a course between Triton and developer, that course cannot be taught in any other way except by the use developed by that one person.

VP Campos stated anything developed going forward will be in the share ownership model.

Ms. Knol asked if any Adjunct or Full Time Faculty want to teach a course online they must teach it with the shell they way the course was created by the original creator.

VP Campos stated yes, unless you have something in the books that is specifically yours.

Ms. Justyna Koc stated that the shell once developed has its content whoever is teaching that class will follow. Once class is developed that class will not stay in that format forever. The average shells life for an online course might be two semesters then it needs revisions.

VP Campos shared that there is a revision policy that's part of the Online Course Development.

Dean Pamela Harmon asked that we keep in mind courses are looked at by chairpersons and departments the intent is not to revise the entire thing if another person teaches it, its to keep the main structural components, the contents it doesn't mean you can't change the toolbar, email, etc. The moment it gets to substantial changes that would need to be discussed within the department.

Dr. Daniele Manni had a procedural question not a content related one. There is a line in the Adjunct Faculty contract that state that adjunct faculty who developed courses have a right for refusal first refusal for teaching courses online. If there is a course that's been established by someone and was grandfathered-in (in terms of content) and this someone is an adjunct faculty, another adjunct faculty develops the course and co-ownership with the college, how does the assignment to courses go?

Ms. Koc does not have an answer at this moment.

Ms. Koc shared an update:

- Upgrade to Blackboard Ultra
- Committee attending training
- Process in collecting questions
- Email justynakoc@triton.edu with any questions

AVP Humberto Espino presented:

- New changes to Blackboard
- Blackboard Ultra Experience
- Blackboard made significant changes to their internal infrastructure
- SaaS-Software as a service
- Migration key components:
 1. Base Navigation (Ultra)
 2. Original Course View
- Start date will be May 23, 2022
- It will require a shutdown to services on May 19th
- You will not loose any content that you already have
- Any questions please email humbertoespino@triton.edu

Dr. Kurian Tharakunnel stated that Operation Assembly met on February 14th and report for the following committees:

- **Academic Affairs:** Reported that Des Plaines Value Region (DVR) counselor group met at CAFÉ64 on February 22nd. DVR will bring counselors each month throughout campus. The Automotive & EMT programs pages on website being revised to include more industry and high school pathways information. Academic Affairs is working on developing 20 online courses to be piloted in fall.
- **Student Affairs:** Reported that Financial Aid workshops and webinars have taken place to help students of opportunities and understand processes. In person scholarship workshop event was held last month. Black history month events were hosted in February. Enrollment Management and Student Affairs hosted a New Student Q&A virtual session.
- **Diversity:** Reported that the committee is moving forward with their recommendation of Year 2 Action Plan for the Strategic Plan. Classified and Mid-managers will engage in DEI training and workshop in-service this month.
- **Guided Pathways:** Reported that the committee will attend a retreat on Friday, March 11th to discuss progress made.
- **Human Resources:** Reported that Annual Evaluation Performance for staff will be held in April. Committee also discussed to make the process more engaging and interactive between supervisor and staff.

- **Technology:** Reported that the committee is working on several projects:
 - Adding Program Maps to Colleague
 - Wait listing options for registration
 - Implementing all Self -Service functionality to replace and repair WebAdvisor
 - Adding Alumni Module to Colleague
 - Preferred name processes and use of preferred names on rosters, email, blackboard etc.
 - Barracuda phishing email testing and training
 - Secure wireless and societies with authentication to replace TC wireless
 - Campus logic financial aid platform-form system replaced new voicemail

- **Research and Institution:** Reported that as part of federal compliance the committee completed all IPAD submissions for the winter also, completed spring enrollment cycle for summer will begin April 4th.

OLD BUSINESS

Goal 2 follow-up presented by Dr. Purva Rushi and AVP Joe Klinger.

- Dr. Rushi shared Goal 2 Cultivate a Diverse Equitable and inclusive work environment that fosters employee engagement that support students.
- AVP Klinger shared a presentation on DEI Audit of Employee Policies
 - 28 policies that cover wide variety of topics
 - Resources used in the audit in reviewing board policies
 - There were 6 common questions
 - First two questions are important
 1. Is this policy a federal, state, or local law? *We do not have unilateral right to change policy that is not in compliance with federal, state, or local law.*
 2. Is this policy a collectively bargained term or condition of employment? *Terms and condition of employment that are part of employment contracts or policy manuals are bargained during negotiations.*
- Board Policies highlighted in red are federal, state and local laws
- Board Policies highlighted in blue are collectively bargained items
- **Resources used:**
- Society for Human Resources Management (SHRM)- Professional association universally accepted by professionals in the human resources industry
- Office of Personnel Management (OPM)- Government site that provides guidance and advise with regards to human resources departments and creating policies for organizations of all types
- University of California Berkeley-Haas School of Business
- The Kaleidoscope Group Employee Open Forums
- Great Colleges to Work for Survey
- Human Resources Department- 3 African American, 2 Latinas, 1 Asian (K-1 Visa)
- Employee Exit Interviews (76 responses)
- Northern Illinois Network of Community Colleges (comparative analysis)

- Variety of Forums:
 - DEI Framework Committee
 - Operational Assembly
 - College Council
 - Academic Senate
 - Strategic Plan Goal 2 Committee
- Ideas, thoughts, recommendations please email hr@triton.edu
- Items for Consideration or Recommendations:
 - Anti-Bullying Policy
 - Anti-Racism Policy
 - Diversity, Equity and Inclusive Policy
 - Gender identity as a protected class (Title VII Civil Rights Act would be an update to our board policy to regards to discrimination)
 - Gender neutral language

Dr. Lauren Kosrow asked clarification on the language in regards to the color-coded Board Policies listed. On the update from an equity lens review employee policies and process of the college it was 100%, the ones in blue and red were they reviewed or not reviewed because you labeled them law or contractual bargaining?

AVP Klinger stated they were reviewed the laws cannot be changed those are specific to laws as they are passed by respective legislature.

Dr. Kosrow asked what about the collective bargaining?

AVP Klinger stated when negotiations take place both parties bring items of consideration to the table and each particular side determines which is most important to them, based on the review by HR we do not have recommended changes on items in blue.

Dr. Kosrow asked were the board policy reviewed?

AVP Klinger stated yes, it was first task HR was assigned.

Dr. Kosrow suggested change language to be “only board policies reviewed” not necessarily processes.

AVP Klinger stated this was the first step of the review. Many of the processes as they are implemented are equally part of the collective bargaining agreement.

NEW BUSINESS

A. Announcements:

Dr. Flaherty stated the Senate will continue to meet virtually. The next Senate meeting will be on **Tuesday, April 12, 2022, at 2:30 p.m.** via Blackboard Collaborate Ultra.

Dr. Flaherty has been asked about the inconsistency of the use of Dr. in the Senate minutes. He agrees they should be consistent and will edit for this consistency going forward.

Dr. Flaherty stated it is Election season. Nomination for Senate Chair will be on the April agenda. Dr. Flaherty will contact everyone whose seat is up and have it completed by May senate meeting.

Dr. Lauren Kosrow shared Library has funding available for faculty OER Awards informational meeting will be held Wednesday, March 9th at 2 p.m. in CTE. Faculty interested in transitioning from publisher textbooks to open textbooks please reach out to laurenkosrow@triton.edu.

Ms. Leslie Wester shared the Counseling Department along the TCSA, PTK, Student Life, TRIO and Student Support Services are collecting donation items to help Ukraine. Collecting until Friday, March 11th. Please reach out to Ms. Leslie Wester with any questions. Leslie thanked everyone for their donations.

Mr. Dennis McNamara shared that on Wednesday, March 9th at 7 p.m. the Art Gallery, Josh Graham will be performing percussion concert free to the public.

ADJOURNMENT

Motion to adjourn by Rebecca Fournier and seconded by Mary Casey-Incardone. Motion Carried.

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

Respectfully submitted: *Cassandra Ramirez*
Cassandra Ramirez

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