

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, Jacqueline Mullany, Jennifer Giangreggo, Salvatore Siriano, Christopher Clem, Krysti Reece, Lauren Kosrow, Dennis McNamara, Roseanne Feltman, Patricia Knol, Tomer Kanan, Mohsin Habeeb, Larry Manno, Edward Konstanty

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

Non-Voting Members: Kurian Tharakunnel, Erica Baffa

Guests: Mary-Rita Moore, Brenda Jones Watkins, Purva Rushi, Humberto Espino, Geoff Hiller, Jennifer Davidson, Ty Perkins, Geri Brewer, Gretchen Reyes, Denise Jones, Leslie Wester, Selma Mehmedagic, Susan Maratto, Shelley Tiwari

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **March 8, 2022**, Academic Senate Meeting. made a motion to approve, moved by Dennis McNamara seconded by Beth Dunn. Motion carried.

COMMITTEE REPORTS

A. College Curriculum: Dr. Julianne Murphy stated that College Curriculum met on April 7th.

- Major Program Revision(s): There were 11 Major Program Revisions.
C336A Personal Trainer Certificate (revised 20 credit hours, it used to be 30)
Several revisions of HIA to include additional courses. U230A07 International Business was revised and updated to the GPM.
- New Programs (4):
 - C405A Security Administrator Certificate-18 credit hours, 6 classes
 - C407Z Windows Systems Administrator Certificate-18 credit hours, 6 classes
 - C405B Network Technician Certificate- 12 credit hours, 4 classes
 - C405C Linux System Administrator Certificate-18 credit hours, 6 classes
- Minor Program Revision (5):
 - C407K Letter of Intent to Withdraw Medical Administrative Assistant Certificate and C548A Pro-E Advanced Certificate in the ENT area. A study committee will be formed and review the rationale from both department chairs and deans to withdraw both curriculums.
- Major Course(s) Change (3):
 - HTH 104 Science of Personal Health 2 to 3 credits
 - PED 168 Theory and Practice of Weight Training 2 to 3 credits
 - PED 230 Techniques in Sport & Exercise Science 1 to 2 credits

- Deleted Courses (5):
 - PED 200 Introduction to Biomechanics
 - PED 210 Exercise Testing & Prescription
 - GEO 105 Economic Geography
 - GEO 106 Regional Geography of Africa and Asia
 - HIS 191 History of Asia and the Pacific I

- Minor Course Changes (29):
 - 10 were HIA with new pre-requisites
 - Business 293 with pre-requisite change
 - HTH 120 Nutrition Science updated topic
 - CIS 210 Data Communications & Networking updated topic and outcomes
 - BOT 110, 200, 210 updated to the new course outlines with the new GEN ED outcomes
 - SAT 170 updated to the new GEN ED outcomes
 - HIS 296 Special Topics in History revised and updated to accommodate the new GEN ED outcomes
 - MAT 031, 032, 102, 110, 122, 170 pre-requisite changes new developmental MAT 065

Ms. Beth Dunn stated there is a correction on language for the MAT 110, 122.

Dr. Julianne stated there is pre-req changes not all MAT 065.

- MUS 201, 208, 218, 220 were updated to revise the course description, topics and GEN ED outcomes for the college
- VIC 285 as a minor revision course description, IAI, topics

Dr. Flaherty asked for a motion to approve the College Curriculum report, moved by Ms. Krysti Reece seconded by Mr. Dennis McNamara. Motion carried.

Julianne also shared other items updates:

- Curriculum and Technical Support Committee are reviewing Instructional Strategies on current course outlines. Mr. Maxi Armas and his pillar groups made some suggestions.
 - Curriculum committee working on Assessment materials with Ms. Krysti Reece
 - Assessment: revising course level outcomes due May 22nd
 - Discuss course level outcomes and topical level outcomes with senate chairs
 - Watermark- Curriculum forms completed: ongoing work on Course Outline/Syllabus forms

Dr. Murphy encouraged members to email her if interested in joining on the discussion both course level outcomes and topical level outcomes. juliannemurphy@triton.edu

Ms. Beth Dunn asked if the master syllabi will be loaded to Watermark, will this be the responsibility of the department head?

Dr. Murphy stated she will be delegating the information with the curriculum office or department chairs can delegate. Forms will be completed by the end of May.

Dr. Flaherty asked if work study can help assist with the forms.

Dr. Murphy stated in the past they had hourly assistance from the curriculum office. Departments can do on their own, but if they need assistance please reach out to Julianne.

B. Academic & Scholastic Standards: Ms. Roseanne Feltman stated that the committee met on April 5th at 2:30 p.m. via Blackboard.

- Visit from Mr. Christopher Clem
- Discussed Syllabus Policy and potential for online repository that would hold all other required content for syllabus (board policy would be reworded with a link to an online repository)
- Discussing Forgiveness Policy- have an equal amount of hours to replace, where their previous F's are forgiven and have only a one-time deal that a student can apply for the Forgiveness Policy

Dr. Flaherty asked what does time constraint mean? Do you mean you will never be too late? Or, suppose someone has 5 F's and request to be forgiven for all.

Ms. Feltman stated this would be a one-time thing. The committee thought the limitations would be problematic.

Dr. Flaherty shared his concerns with schools getting the wrong idea (that our transcripts are not accurate).

Mr. Dennis McNamara asked how are we going to keep records on this? Do I have to show taking the class both times? Mr. Dennis McNamara also shared his concerns in falsifying students records if in fact there is financial aid obligations attached to the students records.

Ms. Feltman stated she will look thoroughly with other colleges on how they do it.

Dr. Jennifer Davidson shared that the course will never be removed from the transcript it would not be counted on the student's GPA.

Dr. Julianne Murphy shared holding site for the policies, Watermark does have the capability of doing that. Also, suggested things that can be put on the syllabus, advising, counseling department. The revision can be done on the Watermark platform. Faculty have the option of including them on the syllabus.

Ms. Mary-Casey Incardone shared a conversation she had with Dr. Jennifer Davidson regarding the Forgiveness Policy. They discussed programs that the college no longer offers. She shared an example of the Nuclear Med Program discontinued, students had Fs and how students do not have the opportunity to have a second chance to improve their grades. She also stated how exciting this new policy is as it will benefit quite a few people.

Ms. Feltman also shared that courses from other institution will not qualify for the Forgiveness Policy.

C. Student Development: Ms. Mary Casey-Incardone stated that the committee met on Friday, April 1st.

- Discussed results from Student Survey
- Agenda items for next year and goals
- Student faculty trivia games
- Career Day with mini lectures where current students can try out a class
- Discussed different social media platforms (TikTok, Instagram or Twitter)
- Please email marycasey@triton.edu if you would like to be included on the committee.
- Next meeting Friday, May 6th at 1 p.m. via Blackboard Collaborate.

D. Academic Support: Mr. Christopher Clem stated the committee discussed:

- Unanimously endorsed centralized repository for syllabus items subject to change
- CRM Advise Update- Retention Alert Data is up 68% over the old system
- Faculty will receive automatic email update once a case has been resolved
- TutorTrak upgraded feature faculty can log in and see all students attached to classes and who has accessed academic support services
- CAAS is also planning to add student procedure flowcharts to their portion of the Triton website
- Next meeting April 21 at 1:15 p.m. via Blackboard Collaborate

Ms. Erica Baffa asked, CRM Advised after Retention Alert cases that have been resolved--does that mean "closed" will there still be updates after the student no longer seeing an advisor?

Mr. Christopher Clem stated it's closed. Faculty can go in look at the alert entered and see the status, once the case is closed an automatic email will be sent stating this case has been closed.

E. Campus Quality: Dr. Jacqueline Mullany shared committee met on March 24th via Blackboard

- Pending issues: ongoing ant problem in the R building including offices and classrooms
- Campus Clubs: working on the language in the policy (more inclusive and welcoming)
- R-building- water dispensers apparently people are putting their mouths under the water bottle spout. Suggestions to place disposable cups, sign or putting the original spouts
- Campus accessibility survey-will discuss on next meeting
- Next meeting April 21st at 2:30 p.m. (might move meeting before or after workshop)
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- Minutes from Greening Campus committee:
- Suggestions on the bird mortality on campus: shut bridge lights are off at night also, application of clear UV decals on the windows
- Upcoming events: Impacts of climate change and human society and cultures in the past Wednesday, April 13th in the D-building
- Sustainable Lunch and Movie-Tuesday, April 19th

- Attitude Matters- April 21st
- Sustainable Housing- April 26th
- Center for Tree Science and the Morton Arboretum accepting application for Paid Summer Research Technician Fellowship
- Next meeting Monday, May 9th

F. Professional Development: Ms. Krysti Reece shared the committee met on Thursday, April 7th
Topic to discuss on the next committee meeting:

- Evaluated 21 applications for Triton's Outstanding Faculty Awards
- Winners for Outstanding Faculty Award 2022: Full Time Faculty Dr. Richard Chan and Adjunct Faculty Michael Mago
- Fall Faculty Workshop will be held Friday, August 19th

G. Assessment: Ms. Krysti Reece shared the committee met on March 28th at 4 p.m. via Collaborate.

- Course level outcomes development due in May
- Discussed Board Policy 6080
- Learning Improvement Week:
 - Assessment Wordle-Monday, April 18th in Café 64 from 1p.m.-2p.m.
 - ESMA Assessment Student Learning Outcome-Tuesday, April 19th from 2:30 p.m.-3:30 p.m. (B-204 also Zoom)
 - Dreaming Big with our feet on the ground- Wednesday, April 20th from 12:30 p.m. - 2 p.m. (lunch will be provided)
 - Triton Treasures- Thursday, April 21st from 1 p.m.- 2p.m. (B-204 or Zoom)
 - Summit- Friday, April 22nd -Café 64 from 8:30 a.m. -1 p.m. (breakfast and lunch provided)
- General Education Outcome Assessment- utilizing Watermark working on the artifacts
- General Education Evaluation information literacy by the end of this semester
- Next meeting: April 25th at 3:30 p.m.

H. Online Education and Technology: Ms. Justyna Koc shared that the committee met on Wednesday, April 6th via Collaborate Ultra

- Guest: AVP Jensen-provided update on progress of the online course development project
- Online Course Development Project planning phase starting in the Fall 2021
- 20 courses strategically chosen
- Fall 2021 steering committee created
- Additional support provided for faculty members for those developing online classes for the first time
- Offer Professional development opportunities for both instructors and peer mentors
- Total of 4 workshops (1st in December, last workshop last Thursday)
- Mr. Kevin Forman instructional designer presented Best Practices
- All courses must be completed by April 22nd
- Rules for revisions of existing online courses

- Discussed Academic freedom (how to make sure it's not constrained)
- Designing blended and high flex courses with up to 50 % online content (newly updated definition of hybrid course, online content is up 75%)
- Guest: AVP Humberto Espino updated transitioning to Blackboard Ultra- no need for faculty to create any back up
- Next meeting Wednesday, May 4th at 2 p.m. via Collaborate Ultras

Dr. Kurian Tharakunnel stated that Operation Assembly had two meeting held on March 14th and April 11th update on the following committees:

- **Academic Affairs:** Reported that Continuing Education and Health Careers worked together on JoAnne and Marian Mota Sonography Day, Saturday, February 26th.
New Director of Dual Credit: Ms. Michelle Lisack
- **Student Affairs:** Reported that Financial Aid made changes to the Trustee Honors Scholarship application process. Financial Aid has also started offering online virtual advising to students through Blackboard. Students can go to the financial aid web site (<https://www.triton.edu/admissions-aid/financial-aid/>) to access the link and get immediate live service there.
- **Technology:** Reported that
 - Photo ID card language update
 - This is a new law that will go into effect in June.
 - Amends the Mental Health Early Action on Campus Act. Provides that if a public higher education institution issues student identification cards to its students, the institution must provide contact information for the National Suicide Prevention Lifeline (988), the Crisis Text Line, and a local suicide prevention hotline on the identification card.
 - Wait listing option for registration
 - Select Courses/sections live for Fall registration
- **Diversity:** Reported that the Kaleidoscope Group will be providing three DEI workshops as part of the classified and mid-manager in-services in March.
- **Guided Pathways:** Reported that the committee held a retreat on Friday, March 11th. A panel discussion conducted by the VP's on the topic of institutional initiatives that are integral to the work of Guided Pathways.
- **Research and Institution:** Reported that new reports are available for the campus. The Course Success Report for Fall 2021 is now available on the portal. The 10th Day Detail

Report for Spring 2022 are now available on the portal. The 2021 TRAC book is available on Triton website.

NEW BUSINESS

A. Announcements:

Nominations for Chair for Academic Senate: Dr. Julianne Murphy nominated Dr. Michael Flaherty for Chair of Academic Senate 2022-23 seconded by Ms. Mary Casey-Incardone. **Dr. Flaherty was re-elected by a vote of acclamation.**

Strategic Plan Quarter 3 Updates

Guest Speakers: Dr. Purva Rushi, Dr. Jennifer Davidson, and AVP Paul Jensen

Dr. Jennifer Davidson shared updates:

Goal I: - Reminder- *Sharing quality and innovation in teaching and learning to increase student recruitment, retention and completion*

Action Plan 1: *Strengthening Instructional Engagement Across All Courses*

- Spring semester Peer Mentors are embedded in 14 sections of 8 courses
- Fall results from Research-overall success rate for Peer Mentors sections was 78% with a 13% withdrawal rate
- Agreement with Explorance Blue Course Evaluation Platform was approved by the Board
- Step 3 Best Practices for Student Engagement there were 6 DTE sessions

Action Plan 2: *Develop Courses, Degrees and Certificates in a Variety of Formats, Including Accelerated and Online Formats*

- One new credit certificate- CCNA Prep Cisco Certified Network Associate
- Three new credit courses
 - Truck Program and Automotive Diesel Technology
 - New Developmental Math Courses
 - Developmental Rhetoric
 - Non-credit- 14 new non-credit courses developed (3 Center of Health Professional, 4 Center of Business and Professional Development, 7 Center of Life Long Learning)
- Online and Accelerated Programs: 13 different department represented in the 20 courses
- Discussion on the Accelerated Programs on Early Childhood
- Potential discussion for other areas: Business, Computer Information Systems, Criminal Justice and Certified Medical Assistant
- Two phase ability studies completed for new programs: Project Management and Dental Hygiene

Dr. Purva Rushi shared updates:

Goal II: *Cultivate a diverse, equitable, and inclusive work environment that fosters employee engagement to support studies.*

- January 1st – March 31st -Kaleidoscope Group presented a more student delivery focus DEI methodology and foundational learning for joint in-service of Classified Mid-Managers
- All updates presented are on the portal site
- Social Events-Co-workers Connect with the Professional Development Center will have once a month calendar of events posted through PDC website
- The Shared Values Awards will be presented at the Employee Recognition on April 28th at 2 p.m. in the B-building

AVP Paul Jensen shared updates:

Goal 3: *Strengthen the College relationships with the community and prepare students enter the local work force*

Action Plan 1: *Hosting invitation series in both Academic and Student Development areas*

- Youth Leadership Conference held February 25th over 175 student participation with 25 staff attending from 10 schools, 35 of Triton Student Leaders participated
- Networking Sessions from TRIUMPH, SURGE, TRIO, Admissions, Counseling, Advising, Student Life and Library hosted resource tables
- Celebration of the Arts- April 29th (90 students from 5 different in-district schools)
- Workshops East Campus- Digital Photography, Cinemagraphs and Digital Animations
- Workshops West Campus-Drawing and 3D Kinetic Sculptures
- Guest Speaker on How to make a living on a creative career

Action Plan 2: *“Getting Hired” “Panel Discussion with Employment Professionals”*

- Business and Accounting over 215 students participated in the Health Careers Department, Computer Information Science, Science, Hospitality Industry Administration and Business

Dr. Flaherty stated the Senate will continue to meet virtually. The next Senate meeting will be on **Tuesday, May 10, 2022, at 2:30 p.m.** via Blackboard Collaborate Ultra.

ADJOURNMENT

Motion to adjourn by Dean Derek Salinas-Lazarski and seconded by Ms. Mary Casey-Incardone. Motion Carried.

Dr. Flaherty adjourned the meeting at **3:55 p.m.**

Respectfully submitted: Cassandra Ramirez
Cassandra Ramirez

Minutes Approved: Dr. Michael Flaherty
Dr. Michael Flaherty