

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



Members Present: Michael Flaherty, Ruth Hallongren, Julianne Murphy, Mary Casey-Incardone, Beth Dunn, Mary Elkins, Jacqueline Mullany, Salvatore Siriano, Christopher Clem, Krysti Reece, Dennis McNamara, Roseanne Feltman, Rebecca Fournier, Gretchen Reyes, Larry Manno, Angela Staunton, Gail Krahenbuhl, Catherine Sanders, Sheldon Turner, Rob Connor

Ex-Officio Members: Paul Jensen, Jeanette Bartley, Joe Klinger, Pamela Harmon

Non-Voting Members: Kurian Tharakunnel, Erica Baffa, Kayla Gagliardi

Guests: Brenda Jones Watkins, Purva Devol, Humberto Espino, Justyna Koc, Lisa Samra, Julia Willis, Jodi Koslow Martin, Hilary Meyer, Leslie Wester, Hunter Stuckemeyer, Dr. Saadia Khan, Derek Salinas-Lazarski, Jean Dugo, Alexandria Terrazas, Aylet Miller, Elizabeth Collins

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **September 13, 2022**, Academic Senate Meeting. Ms. Mary Casey Incardone made a motion to approve, seconded by Ms. Rebecca Fournier. Motion carried.

COMMITTEE REPORTS

A. College Curriculum: Dr. Julianne Murphy stated that College Curriculum Committee met on October 6th.

- No items shared as there were no items to vote on
- Watermark-all faculty are being trained: update course learning outcomes on the course forms
- Check other master syllabus on the Watermark platform
- There are four forms in Watermark: Curriculum Forms, Course Forms, Master Syllabus, Sectional Syllabus
- Anyone interested in viewing the training video there in the blackboard curriculum shell
- Full-time curriculum platform, reviews, and posts will no longer be done on blackboard
- Maintaining the blackboard site for documents and training materials and the handbook
- The handbook will be revised once Watermark is in place
- Submissions and review, approval on the Watermark starting in November

B. Academic & Scholastic Standards: Ms. Roseanne Feltman stated that the committee met on September 27th

- The committee looked over Mr. Christopher Clem's and the Academic Support Committee's suggested change to the Board Policy 6080. Also, considered a suggestion from Mr. Daniele Manni about the wording related to the required distribution of syllabi, i.e. paper versus electronic. The committee felt that the wording let people believe they had to hand out a physical copy. The wording will change to *provide students with an electronic copy*

- Bylaw change: one Academic Advisor, one Counselor.

Ms. Leslie Wester stated she supports adding an Advisor, however, has concerns that the faculty/staff ratio is correct since Academic Advisors are not faculty.

Ms. Roseanne Feltman stated there would be 10 faculty members, 4 faculty and 2 students.

Dr. Flaherty stated there has to be full-time faculty of at least a minimum of one over 50%

Mr. Christopher Clem asked if there is representation from Health Careers.

Ms. Roseanne Feltman stated yes. Four from Business Technology and or Health Careers and Public Service.

Dr. Flaherty stated that based on the proposal from Ms. Roseanne Feltman: Chair-one full-time faculty member from Academic Senate, four from Arts and Sciences, four from Business and Technology and or Health Careers and Public Services, one Academic Advisor, and two students

Dr. Flaherty asked for a motion to approve Ms. Roseanne Feltman's proposed change. Mr. Christopher Clem made the motion to approve, seconded by Dr. David Anderson. Motion carried.

C. Student Development: Ms. Mary Casey-Incardone stated that the committee will meet on Friday, October 14th at 1 p.m. via Blackboard

- Everyone is welcome to attend please email marycasey@triton.edu for the meeting link
- Future Student Development Committee meeting dates: November 18th, and December 9th.

D. Academic Support: Mr. Christopher Clem stated the committee met on October 3rd.

- Discussed the proposed bylaws changes for membership, the committee unanimously approved the bylaw changes.
- Due to of the number of faculty librarians and faculty counselors on campus, changed the language to "Librarian or Counselor". The voting members allows 2 to 3 from Arts and Sciences.
- Change in Administration: updated the names: Dean of Academic Success and Dean of Students changed to one additional Dean.

Dr. Flaherty asked for a motion to approve the bylaw change. Ms. Roseanne Feltman made a motion to approve, seconded by Mr. Christopher Clem. Motion carried.

- The committee is analyzing the late registration policy.

E. Campus Quality: Dr. Jacqueline Mullany shared the committee met this past month

- Updating membership
- Change in Chair
- Water fountain issues: functioning
- Campus accessibility audit: the committee will review the audit
- Next meeting: October 20th at 2:30 p.m. and November 17th

Please let Dr. Flaherty know if interested in the Chair.

Dr. Jacqueline Mullany shared that if someone is interested in the Chair, can attend the Campus Quality Committee meeting.

F. Professional Development: Ms. Angela Staunton shared the committee met on Thursday, September 22nd at 2 p.m.

- Committee reviewed the Fall Faculty Workshop survey
- Committee is reviewing and updating the Faculty Observation Forms for non-tenured, adjunct faculty, and full-time faculty. Ms. Staunton stated VP Campos felt this would be a great opportunity for the committee to review the forms.
- Committee will be researching neighboring community colleges that have their observations forms listed on their website.
- Committee created a specific timeline for the Outstanding Faculty Awards

Topic to discuss at the next committee meeting:

- Goal: align the adjunct faculty forms along with the full-time faculty forms
- The next meeting will be Thursday, October 27th at 2 p.m. in F214 and blackboard

G. Assessment: Ms. Krysti Reece shared the committee met on September 26th at 3:30 p.m. in Collaborate.

- There are officially 51 Assessment Fellows this year
- The committee is moving forward with the Assessment Fellows process
- Planning for this academic year
- Discussed some of the definitions: What are successful programs? What are successful courses?
- Learning Improvement Week- will now be *Learning Improvement Day*- December 2nd (a save the date will be sent out this week)
- \$30,000 fund available looking for proposals
- Reviewing current Assessment Committee Handbook-updating language

Ms. Gail Krahenbuhl asked if the Committee was comprised of assessment fellows.

Ms. Krysti Reece stated there are representatives from across campus, but not all are fellows, but all assessment fellows do have to serve on a sub-committee. Of the voting members, not all are fellows but all fellows do partake in a committee.

Ms. Gail Krahenbuhl asked if there was a change to their duties this fall and if that change was reflected in compensation.

Ms. Krysti Reece stated as for compensation would be handled administratively, but the fellow's work is being done differently. Is it more or less that depends on how they were doing it before. The Assessment Fellows were given a list of the responsibilities that were expected of them.

Dr. Flaherty stated that he had heard stipends had changed as well.

H. Online Education and Technology- Ms. Gretchen Reyes shared that the committee met on October 5th

- Mr. George Lam presented to the committee on creating a non-lab face-to-face class being altered in a hybrid course. The committee will be creating a sub-committee to create hybrid rubrics, then recommend them to the Peer Review Committee for approval with the possibility of creating hybrid courses in the fall 2023 semester
- Committee continuing to finalize the online course development timeline. (recommend to the senate)
- Next meeting: November 2nd at 2 p.m. F214 or virtual

Dr. Flaherty asked if she (Ms. Gretchen Reyes) was bringing something to the senate for a vote.

Ms. Gretchen Reyes stated yes, the online timeline for course development. Currently, we do not have anything in place that is the actual timeline. What's been occurring the last couple of semesters is that the peer review committee is receiving five to six courses to peer review right before vacation or summer. We need to create an actual timeline if you develop an online course when it needs to be completed.

Dr. Flaherty asked if the committee wants the senate to vote. Need to submit it in a week and a day.

Dr. Kurian Tharakunnel stated that Operation Assembly met on October 10th and update the following committees:

- **Academic Affairs:** Reported that they are experiencing an instructor shortage in the ESL area and due to the shortage, they had to cancel 20 classes. The ESL enrollment has gone up. We have 300 students from Ukraine.
- **Student Affairs:** Reported that Spring registration will begin on October 24th for Spring 2023 FASFA Family Night will be held on October 19th from 5:30 p.m.-7:30 p.m. in the Cafeteria.
- **Business & Facilities:** Reported that Cernan Center will be celebrating the 50th anniversary Apollo mission. The annual audit has been completed. The final budget FY23 is now available.
- **Human Resources:** Reported that the staff evaluation, classified, and mid-management employees are having their evaluation completed.

- **Technology:** Reported that they are working on integrating the new faculty evaluation tool “Blue” with blackboard. Also, working on incorporating chosen names for employees and students. The chosen name is labeled in Colleague and posted online. Waitlisting for spring courses there are 357 sections from 158 courses that will have Waitlisting option available.
- **Diversity:** Reported that the Hispanic Heritage Month Celebration was a successful event. The first College Hour was held a couple of weeks ago and was a success. The next College Hour will be in November. If interested in submitting a topic, please contact Dr. Purva Devol.
- **Guided Pathways:** No report.
- **Research and Institution:** No report.

Ms. Erica Baffa asked if the budget was viewable on the portal.

Dr. Kurian Tharakunnel stated the audit is complete and the budget was sent to the Cost Center Managers. The hard copies are available with the Cost Center Managers.

Ms. Gail Krahenbuhl asked if there was a subject for the College Hour in November.

Dr. Kurian Tharakunnel stated there is no topic. Employees interested in submitting a topic can do so by submitting the form.

NEW BUSINESS

A. Announcements:

Dr. Flaherty stated the “general bylaw change” One question that was brought up was the following: *The Chair asks someone to give their position to someone who wants to chair a committee when that person is not chairing a committee, Dr. Flaherty stated for future senate chairs do not have the authority to do that. If the person who is in the seat is not chairing a committee but says no I won’t leave, this can’t take effect, this is only if the person who is in the seat that is needed is already a chair.*

Dr. Flaherty asked Ms. Angela Staunton if she would like to be the Chair of the Professional Development Committee. Ms. Staunton accepted. Dr. Flaherty gave kudos to Ms. Krysti Reece for stepping into both committees.

Dr. Flaherty stated the Senate will continue to meet virtually. The next Senate meeting will be on **Tuesday, November 15, 2022, at 2:30 p.m.** via Blackboard Collaborate Ultra.

ADJOURNMENT

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

Dr. Flaherty adjourned the meeting at **3:30 p.m.**

Respectfully submitted: *Casandra Ramirez*
Casandra Ramirez

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