

**CALL TO ORDER:** Dr. Michael Flaherty called the meeting to order at **2:31 p.m.**



**Members Present:** Mary Casey-Incardone, Christopher Clem, John Cody, Beth Dunn, Mary Elkins, Michael Flaherty, Rebecca Fournier, Joyce Fritz, Ruth Hallongren, Gail Krahenbuhl, Larry Manno, Dennis McNamara, Jacqueline Mullany, Julianne Murphy, Salvatore Siriano, Angela Staunton

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

**Non-Voting Members:** Kayla Gagliardi, Hilary Meyer

**Guests:** Corinne Benedetto, Sandra Berryhill, Richard Chan, Michael Crenshaw, Purva Devol, Jim Ellison, Sandra Hernandez, Justyna Kohtz, Denise Jones, Jodi Koslow Martin, Shekinah Lawrence, Jason Lemberg, Mel Loucks, Mary-Rita Moore, Ty Perkins, Hunter Stuckemeyer, Kurian Tharakunnel, Shelley Tiwari, Calvin Washington, Brenda Watkins-Jones, Leslie Wester, Jessica Yoon,

## APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **October 17, 2023**, Academic Senate meeting, made a motion to approve by Ms. Gail Krahenbuhl and seconded by Mr. Dennis McNamara Motion carried.

## COMMITTEE REPORTS

**A. College Curriculum:** Dr. Julianne Murphy stated that the College Curriculum Committee met on November 2<sup>nd</sup>

Items voted on and passed:

- **New Courses:** (1)
- 3 revised courses
- 7 revised curriculums
- 2 inactivated curriculums
- 17 deleted courses
  
- Changes in the Business department: BUS 125 deleted the course wasn't attached to any program
- 2 revised curriculums in business: C306B Business Management Certificate and C406D Entrepreneurship Certificate. The certificates moved from 30 to either 30 or 31 credit hours they had few courses from one semester to another semester and had either option in the first semester ACC100 or ACC101.
- Criminal Justice: 2 inactivated curriculum correction certificates C443A and Private Security Certificate C443C.

- New Course: CJA214 Organized Crime was put into the AAS Degree was revised (C243A Criminal Justice was revised) changed the elective from 3 credit hours to 6 credit hours by removing 1 core course and making it an elective option CJA246.
- Nursing: 1 deleted course NAS101 content was moved to NAS100 (course revised)

*VP Campos stated to clarify that it is the Nursing Assistant, not the Nursing Program.*

- C417E Nurse Assistant Certificate revised. Deleted NAS101 course. The content of NAS101 was added to NAS100.
- Health Sport: 15 deleted courses that have not been offered in 5 years. Most are physical activity courses. Because of the deletions, we have 3 revised curriculums (the courses that were deleted were only elective options, not core courses). U230A36 Health Sports Exercise Science Associate Degree revised. C436B Sports Conditioning Certificate, C437A Integrated Wellness Certificate. PE180 was deleted from the associate degree and from the Sport Conditioning Certificate as an elective option. HTH210 and HTH216 were deleted as an elective-options from Integrated Wellness.

Dr. Flaherty asked for a motion to approve the College Curriculum report: Mr. Dennis McNamara and seconded by Ms. Mary Casey-Incardone. Motion carried.

- **Other items:**
- Working with Suzi in the curriculum office to compile a list of Program Learning Outcomes that are up-to-date and accurate and checked off by the Deans from each program.
- A report will be provided in the December meeting. The College Curriculum Handbook was revised and posted in the portal.

**B. Academic & Scholastic Standards:** Mr. Dennis McNamara stated that the committee met on November 2<sup>nd</sup>.

- Continued discussion on the Forgiveness Policy. Members suggested refining some of the DRAFT and will share in the December meeting.
- Meetings are held the first Thursday of the month J101 at 1:45 p.m. if interested.

**C. Student Development:** Ms. Mary Casey-Incardone stated the committee met on Friday, November 3<sup>rd</sup> at 1 p.m. via Blackboard

- On-going project integrating student, faculty, and staff with everyone's mutual love for our pets. Mr. Greg Catena from the Criminal Justice Department is working with Marking to put together a Student Development Committee Instagram page. (people can post pictures of their pets). We are still finding that students are looking for ways to connect with people and this is one topic that everyone likes to talk about. Also, in the process of putting together an event at the Cernan Center (topic and date will be forthcoming). Discussion on College 102 class. We have new members on the committee and discussed the purpose of the class, and

who teaches the class. The next meeting is Friday, December 1<sup>st</sup> at 1 p.m. via Blackboard everyone is welcome (bring your own snacks).

**D. Academic Support:** Mr. Christopher Clem shared the following:

- Engaged in looking at how to best inform Retention Alert in terms of developing best practices for faculty to provide the best academic support for our students. Attendance has the power to inform retention alerts in a way that is very impactful. The committee is looking into the Board Policy 6020 Attendance and trying to find a way to use technology and improve Retention Alerts. The committee met with Mr. Humberto Espino for ideas. Senate members were asked if willing to participate in a survey to find a way to record attendance.

*Ms. Gail Krahenbuhl and Mr. Jim Ellison would like to participate in the questionnaire.*

*Ms. Gail asked if the questionnaire would be sent next semester.*

*Mr. Christopher Clem stated the survey will be sent this week. The survey will be sent to Dr. Flaherty with the link.*

- Next meeting: December 14<sup>th</sup> at noon in D305.

**E. Campus Quality:** Ms. Jacqueline Mullany reported the following:

The next meeting is November 16<sup>th</sup> 2:30 p.m. If interested please email Jacqueline Mullany for the link.

- A faculty member joined the committee and had mobility issues over the last 12 weeks. He shared the issues he experienced. (D building third floor classrooms). Issues: The bathroom struggled with being unable to close the door with a powered chair, and struggled with the walker despite being labeled “Wheel Chair Accessible”. Entrance to office areas should have an automatic door. The main concerns are doors and bathroom space. Discussed labs also needing to make sure they were ADA compliant. The committee is working with individuals who work in this area to be aware of these issues that faculty and others have encountered. The new director of CAAS was present as well as facilities management.
- Faculty rosters no longer show mid-term verification dates. Mr. Michael Garrity indicated that there is not much freedom to add or modify the design.
- Issues surrounding neurodivergent students specifically with students needing adequate study areas. Continued discussions are being looked at.
- Main topic: COVID concerns there need to be updated notifications in general.

**F. Professional Development:** Ms. Angela Staunton shared that the committee met on Thursday, October 19<sup>th</sup> at 2 p.m. via Blackboard.

- The Committee is working on the Spring Faculty Workshop and the final draft of the Full-time Faculty Observation Form. The Outstanding Faculty Awards Nomination Forms will be sent out next week or two which goes via email to students and staff.
- Topic: Observation Form
- Met with Mr. Richard Chan, Ms. Shelley Tiwari, Ms. Jeanette Bartley, and Ms. Mel Loucks to finalize the last version of the Full-time Faculty Observation Form. The committee is seeking to train volunteers to view the form, and practice using the form. Chairs, Coordinators, or Deans interested please email [angelastaunton@triton.edu](mailto:angelastaunton@triton.edu) (Dr. Campos or Angela will send an email) to meet on Monday, November 27<sup>th</sup> in the CTE. The final form will be distributed to all the members of the Senate the week before the December senate meeting and voted on December 12<sup>th</sup>. Once approved, the plan is to train the Chairs and Coordinators and Deans at the Spring Faculty Workshop in January.
- Spring Faculty Workshop: Topic: AI (Artificial Intelligence) Full-time Faculty Workshop is scheduled for Friday, January 19<sup>th</sup>. Adjunct Faculty Workshop, Thursday, January 18<sup>th</sup>.
- The committee is deciding on the focus on the main speaker. The committee is focusing on What do faculty need? Do we need an introduction to Artificial Intelligence? Understanding the basics of AI? How do we use it in the classroom? Ethical considerations and integrating it into the curriculum. Also, if any faculty is interested in presenting a breakout session on the topic of AI for the Spring Faculty Workshop, please reach out to Angela Staunton.
- Next meeting: Thursday, November 30<sup>th</sup> at 2 p.m. via Blackboard.

*Dr. Flaherty asked for clarification on the November 27<sup>th</sup> (feedback)*

*Ms. Angela stated would train faculty on the form, a video will be presented on how to use the form and practice.*

*Ms. Gail Krahenbuhl asked if it would be out December 4<sup>th</sup> to be in time for the Chairs meeting before a vote is made.*

**G. Online Education and Technology- Dr. Flaherty shared Gretchen Reyes's report:**

- The committee continues to discuss Online Training for OETC and Peer Reviewers every 24 months an online guideline for online educators.
- The next meeting is December 6<sup>th</sup> at noon in F214 all are welcome.

Ms. Hilary Meyer shared that the **Operational Assembly** met on November 12<sup>th</sup> and reported to the following committees:

- **Academic Affairs:** Reported:
  - **Arts & Sciences** -Final reports for Title V have been completed. Working on completing any missing midterm grades.
  - **Business & Technology:** hiring continues for Dean and Associate Dean positions.
  - **Career Services:** New full-time Career Specialist
  - Hosted hiring event for AJC.
  - Career Fair was held on October 4<sup>th</sup> with 377 in attendance and 74 employers. Director and Associate Director: Strong Certification through Myers Briggs.
  - **Continuing Education:** Open positions In the Child Care Center
  - New Culinary classes coming up in partnership with credit side.
  - **Health Careers:** Associate Dean of Nursing position still open
  - Respiratory program-anticipated start of Fall 2024, Full-time faculty in place. The Accreditation process is on track. Barbering program waiting on the next steps from the state.
  - **Adult Ed:** Hiring multiple positions including ESL teachers with evening availability.
  - Early increase in student interest: 980 new intake forms as of Monday, November 12<sup>th</sup> (usually about 100).
  - 1050 pre-test appointments scheduled.
  - New partnership with Lumity for youth GED program.
  - Exploring the option of purchasing a Lexmark printer with a translation app.
  - Adult Ed is collaborating with the Library on ESL book loan program continues in preparation for Spring.
  
- **Student Affairs:** Reported:
  - Held a successful Sweet Taste of Early Registration event during the first week of Spring registration. 700+ students registered within the first 4 days. Still offering a raffle for a 3-credit-hour tuition voucher for students who register before Thanksgiving break.
  - Starting the week of Thanksgiving, Triton winter hats will be distributed to registered students (while supplies last).
  - New Student Orientation is scheduled for December 1<sup>st</sup> and January 6<sup>th</sup> and Adult and returning New Student Workshop on Thursday, December 14<sup>th</sup> from 5 p.m. to 6:30 p.m. via Zoom.
  - TRIO organized a successful campus game day on November 8<sup>th</sup> to celebrate National First-Generation Day.
  - SEED Graduation will be held on Wednesday, January 10, 2024, from 5:30 p.m. to 7:30 p.m. in the R Auditorium.
  - SEED is recruiting students and employer partners for the January 2024 cohorts.
  - TROY Mart's grand opening was held on Tuesday, November 14<sup>th</sup> with a ribbon-cutting ceremony.

- TRIUMPH, SURGE, and Active Minds are holding a donation drive from November 13-30. Donations of new gently used items can be dropped off in A-106G.
- Faculty Counselor Ms. Leslie Wester is seeking neurodivergent employees and students to help inform the planning of a neuro-curious event in March. Contact Leslie for more information
- **Business & Facilities:** Reported:
  - Welcomed a new accountant, Ms. Gianna Colella. They are now fully staffed.
  - The marketing plan has been completed for Spring.
  - FY25 budget planning is underway. Cost Center Managers can contact Colleen with questions.
  - HLC Preparation: Dr. DeVol has met with 250+ people and 25 departments in preparation for the HLC visit.
- **Human Resources:** Reported:
  - working on the implementation of PTO for Part-time employees. Planning to present more details in December. Reminder to complete the Annual Sexual Harassment training, HR will reach out to those who have not completed it.
- **Technology:** No Report
- **DEI:** Reported:
  - 40+ in attendance for the Italian Heritage Month Panel which was featured on ABC 7 news. Also featured faculty member Mr. Seth McClellan's film "Little Wounds Warriors" in the Cernan Center as part of Native American Month.
  - Dr. DeVol seeking people to help plan events for Black History Month, please reach out to her if you are interested.
- **Guided Pathways** Reported:
  - Ms. Shelley Tiwari invited Mr. Brandon Marks, Director of Academic Advising and New Student Orientation, and shared updates from his department. Academic Planning workshops were held in October. Brandon is redesigning the Academic Advising webpage. Revising caseload management, so students have one primary advisor for their program. He is also creating a culture of walk-in advising. Advising meetings have tripled from last Fall (for example: in October 2022 they had 132 meetings, and in October 2023 they had 397 meetings). They currently have 8 full-time academic advisors and 6 part-time academic advisors and are hiring one more part-time advisor.

- **Research and Institution:** Reported:
  - Mr. Kurian Tharakunnel shared the Community College Survey of Student Engagement (CCSSE) will be distributed this Spring. It is a paper-based survey and will be distributed in classes.
- **Student Representative:** Reported:
  - Ms. Journey Manuel shared that Student Life sponsored two trips, one to a Hispanic Museum and one to a Native American Heritage Museum. They are continuing to spread the word about Troy Ride and Troy Mart.

## NEW BUSINESS

### A. Announcements:

Ms. Jessica Yoon: reported meeting with 91% of all disciplines throughout the college. 3-year plans for every single applied science and certificate program in the college. Will be sharing reports based on what has been built in Watermark with the faculty representatives as well as the deans. PLO updates that have been registered with the curriculum committee will be working on adjusting plans and assessments. Future goals: having an audit of PLOs and CLOs. The General Education Outcomes process is still to be determined.

Ms. Mary Casey shared the Amazing Amigos social support group for students with Autism, next meeting on Wednesday, November 15<sup>th</sup> at 12 p.m. in F-111. If you have any questions please email [marycasey@triton.edu](mailto:marycasey@triton.edu).

Ms. Shelley Tiwari shared that the completion of Ultra will be held on December 4<sup>th</sup> from 3:30 p.m. to 5 p.m. in the CTE.

*Next Academic Senate meeting: Tuesday, December 12<sup>th</sup> at 2:30 p.m. via Blackboard.*

## ADJOURNMENT

*Motion to adjourn by Ms. Rebecca Fournier and seconded by Ms. Mary Elkins. Motion carried.*

Dr. Flaherty adjourned the meeting at **3:21 p.m.**

Respectfully submitted: Casandra Ramirez  
Casandra Ramirez

Minutes Approved: Dr. Michael Flaherty  
Dr. Michael Flaherty