

CALL TO ORDER: Ms. Beth A. Dunn called the meeting to order at **2:32 p.m.**



Members Present: Lenier Anderson, Heather Amwoza, Christopher Clem, John Cody, Elizabeth Collins, Rob Connor, Beth Dunn, Joyce Fritz, Ruth Hallongren, Larry Manno, Dennis McNamara, Selma Mehmedagic, Julianne Murphy, Jacqueline Mullany, Salvatore Siriano, Calvin Washington II

Ex-Officio Members: Jeanette Bartley, Susan Campos, Paul Jensen

Non-Voting Members: Hilary Meyer

Guests: Gregg Beglau, Michael Crenshaw, Purva DeVol, Panos Hadjimitsos, Jodi Koslow Martin, Brenda Jones Watkins, Denise Jones, Justyna Kohtz, Daniele Manni, Lena Musa, Shekinah Lawrence, Jason Lemberg, Mel Loucks, Suzi Maratto, Troy Moran, Mary-Rita Moore, Lena Musa, Ty Perkins, Kelly Polen, Xavier Skinner, Kurian Tharakunnel, Yolonda Truman, Leslie Wester

APPROVAL OF MINUTES

Ms. Beth Dunn asked for a motion to approve the minutes of the **September 10, 2024**, Academic Senate Meeting, Mr. Dennis McNamara made a motion to approve, seconded by Ms. Selma Mehmedagic. Motion carried.

COMMITTEE REPORTS

A. College Curriculum: Dr. Julianne Murphy stated that the College Curriculum met on October 3

- **Course Deletion(s): (2)**
 - SPE 135 Stagecraft
 - AHL 110 Medical Coding and Office Procedures
- **New Course (s): (1)**
 - PHS 200 Undergraduate Open Seminar-Physical Sciences, 3 credits; 3 lectures
- **Revised Program(s): (3)**
 - C320A EC/Advanced Career Pathway Level III Certificate, Gateway to Opportunity Level III Credential Outcomes revised (due to title change)
 - C420A EC/Advanced Career Pathway Level II Certificate, Gateway to Opportunity Level II Credential Outcomes revised (due to title change)
 - C417E Nurse Assistant- remove AHL 110 from electives list (due to course deletion)

Ms. Beth Dunn asked for a motion to approve the College Curriculum report, a motion moved by Mr. Dennis McNamara and seconded by Mr. Christopher Clem. Motion carried.

Dr. Julianne also shared:

Important dates and deadlines for the fall and spring semesters, noting that items for the December meeting are due by November 4. Also, discussions within the curriculum committee about encouraging departments and chairs to annually review their curriculum maps and articulation agreements with other universities. Additionally, addressing the need to communicate to students that

some AAS degrees are transferable, not just AA or AS degrees, and stated that this conversation will continue next month.

B. Academic & Scholastic Standards: Mr. Dennis McNamara shared:

During the meeting on October 3, the committee discussed key concerns for the semester, including the forgiveness policy from last year, which raised concerns about potential impacts on student financial aid. Mr. Dennis McNamara plans to consult with Mr. Thomas Panas to clarify these risks. The committee will address the need to review the Standards of Academic Practice webpage, noting that it was based on a time when most students took 15 credit hours. Currently, many students take 12, which could lead to them being placed on academic probation without prior warning if they fail. The committee aims to ensure that students carrying fewer credits receive appropriate warnings. They will meet again on the first Thursday of November and welcome anyone interested to join.

C. Student Development: No report

D. Academic Support: Mr. Christopher Clem shared:

The committee met on September 21 and will reconvene on October 17 at 1 PM, in person and virtually. They reviewed last year's work on attendance and its role in early alert systems, deciding to continue this valuable pilot project. The committee aims to improve the portal's accessibility for students and faculty to enhance student success. Currently, 102 faculty members are participating in the attendance pilot, with positive feedback indicating its effectiveness. The consensus is that two unexcused absences or three total absences should prompt intervention from the early alert team to assist struggling students.

Mr. Xavier Skinner has joined the team to enhance student outreach, indicating growth in the department and improved support for students. A new "request assistance" card has been added to the portal, allowing students to select the type of help they need, which has been well received. Students can now also view their attendance records in the portal, helping clarify any attendance-related concerns. Additionally, a "Student Assistance" email address (studentassistance@triton.edu) has been created for faculty to easily connect students with necessary resources and support on campus. This streamlined communication aims to enhance overall student support and engagement. The next meeting is scheduled for Thursday in E141.

E. Campus Quality: Ms. Jacqueline Mullany shared the following:

Greening Committee: met on September 10, highlighting several key points.

The paddling program has seen great participation and positive survey responses, with plans to certify future participants and integrate the program into courses.

The Tree Campus initiative, they are selecting a tree and planning an event in early October. A collaborative event on land conservation education will occur on November 1 from 10 a.m. to 12:15 p.m. at Moraine Valley Community College, gathering educators and community leaders.

They are also organizing a trash pickup event and looking into free electricity-saving surveys from their electric company to identify improvement areas. The next committee meeting is scheduled for October 8 at 2 p.m. Ms. Jacqueline Mullany stated there was a need for a vote.

Ms. Beth Dunn made a motion to open discussion on the bylaw changes for the Campus Quality Committee. Ms. Gail Krahenbuhl made the motion, and Mr. Dennis McNamara seconded.

Ms. Jacqueline Mullany summarized the proposed bylaw changes for the Campus Quality Committee, highlighting three minor adjustments:

- 1. Changing the requirement for committee membership from exactly 12 voting members to a minimum of 12.*
- 2. Adjusting the faculty representation from five faculty members to a minimum of five and a maximum of 14.*
- 3. Changing the representation of adjunct faculty from one member to a minimum of one and a maximum of two.*

The committee members unanimously agreed on these changes, which aim to better represent the current and growing membership of the committee.

The vote passed with 60%.

Campus Quality: met on September 19, and several topics were discussed, with upcoming meetings scheduled for October 17 and November 21 at 2:30 PM.

- **Maintenance Issues:** Complaints about malfunctioning paper towel dispensers were noted, and AVP Lemberg confirmed they would be fixed. Ventilation issues in stuffy classrooms and fumes along the G-218 corridor were discussed, with ongoing efforts to improve circulation dependent on funding and feasibility. A new chiller has been installed in the G Building.
- **Parking Violations:** Students have received parking tickets for parking backward, often without realizing it was a violation. Better signage to inform students and the possibility of issuing warnings before citations were suggested.
- **Cell Tower Concerns:** A faculty member raised health concerns about campus cell towers, citing personal health issues caused by nearby towers. The discussion included potential symptoms like headaches and fatigue. AVP Lambrecht confirmed that the college receives safety reports from the cell tower company, and the matter will be further monitored.
- **Landscaping Improvements:** Positive changes in landscaping around buildings G and H were noted, which contribute to water conservation.

F. Professional Development: No Report.

Ms. Beth Dunn noted that the Professional Development, Online Education and Technology, and Assessment Committees do not have chairs.

G. Online Education and Technology: No Report.

Ms. Hilary Meyer stated that the **Operational Assembly** minutes are as follows:

The Operational Assembly met on October 7 and shared several updates:

- **Academic Affairs:**
 - **Continuing Education:** Grant about to start for Human Resources with 45 students enrolled.
 - Hiring another adjunct to split up the cohort
 - Working on another grant application for next year
 - Partnering with Alumni, Career Services, and the Library for the Grand Chamber by O'Hare meeting on October 10, 5:30 – 7:30 p.m. in the Library and A-Building foyer.
 - **Adult Education** hiring Enrollment Coordinator and full-time Completion and Transition Specialist (CTS).
 - **Business & Technology:** Two new full-time employees: Ms. Cora Luster, Office Assistant in the Dean's Office, and Mr. David Magallanes Munoz, Temporary full-time in Automotive.
 - **Arts & Sciences:** Math and Education departments are hiring adjunct faculty for the spring semester. The Ethnomathematics seminar was held on September 18. Educational Symposium coming up on October 16.
 - **Health Careers & Public Service:** Hiring for several positions and have a few interviews for the full-time faculty Barber and Respiratory Care Program. New programs coming up, and reviving the vascular sonography into a current program that will begin in the Fall of 2025. Considering new health care program offerings. Working on spring mandatory program orientations. The last graduating class of 12 Nursing students produced 100% pass rate on the NCLEX exam. Nursing and Radiography students participated in Fall Fest.
- **Student Affairs:**
 - **Admissions:**
 - **English Campus Tour:** Monday, October 7 at 5 p.m.
 - **Spanish Campus Tour:** Tuesday, October 8 at 5 p.m.
 - **Preview Day:** Monday, October 14 at 10 a.m.
 - **Admissions Information Session:** Wednesday, October 30 Virtually on Zoom
 - **High School Group Visits-**
 - **Elmwood Park High School**-Tuesday, October 8, 9 a.m.-1:30 p.m. Room B204/210
 - **LaGrange Area Department of Special Education (LADSE)**- Wednesday, October 16, 10 a.m.-12 p.m.
 - **Taft High School**-Thursday, October 17, 9:45 a.m.-1:30 p.m. B204/210
 - **Ridgewood High School Freshman Class Visit**-Tuesday, October 22, 9 a.m.-12:15 p.m.
 - **Proviso West High School Visit**- Wednesday, October 23, 10 a.m.-2:30 p.m. D-Building and RSVP Room.
 - **Ridgewood High School Transitions Program**-Friday, October 25, 8:45 a.m.-11 a.m., B270A.

- **Spring Registration Rallies**-Tuesday, October 29 and Wednesday, November 13, 9 a.m.-4 p.m.
- **Sweet Taste of Early Registration**-October 29 and October 30, 11 a.m.-1 p.m.
- October 7 Transfer Fair: 32 universities RSVP'd
- **Pink Out Walk**-Thursday, October 3
- **New SEED** classes begin Monday, October 14 (SEED is open to any student who identifies as neurodivergent. They do not need to have a documented disability or be connected to CAAS).
- **Library Forum: Serving the Neurodiverse in Libraries**-Friday, November 1.

- **Business Services: No report**
- **Human Resources:**
 - Employees were reminded to complete mandated sexual harassment training.
 - Medicare Part D notices will be mailed out.
 - An updated hard copy of the full-time staff directory will be available by November 1.
 - The Health Insurance Committee discussed claim history and will start planning for employee contributions for 2025.
 - New hires: Director of the Child Development Center, CRM Coordinator, and, Manager of Records.
 - There are few full-time vacancies at this time some include Coordinator of degree, Audit Grant Specialists, full-time faculty positions as well as Director of Curriculum and Assessment.
- **Information Technology:**
 - The new refund policy for spring 2025 allows a full refund within seven days of dropping a course.
 - The CMS website project timeline was pushed to 2025.
 - Improvements to colleague self-service are being developed. Working to automate the process to auto-populate grades.
 - Financial Value Transparency and Gainful Employment require the college to submit reports on completion rates and costs so prospective and current students have a clear picture of programs and their costs. National Student Clearing House is offering a partnership to submit files on the college's behalf, due on January 15, 2025. IT is collaborating with Financial Aid to build out the process in Colleague to get the data to NSCH.
 - The ICCB requires our college to include a Middle Eastern or North African category on application forms. We are updating these forms and planning to revise the registration form to minimize manual data entry into Colleague.
 - New Photo ID platform software has been updated to a new version and SQL data migrated to a new SQL server. Currently working with the new platform to potentially provide an optional digital ID in addition to printed ID.
 - Over 30,000 instructional emails were sent to student email accounts regarding phishing scams and summarizing what they need to look out for.
- **DEI:**
 - **Hispanic Heritage Month:**
 - Day of the Dead Celebration (October 2 Co-Worker Connect)
 - Film Screening: "Between Us: Entre Nos"-September 26, Room A-215

- Cernan Earth and Space Center Events-Spanish narrated space shows scheduled throughout September and October. Ticket Pricing: Varies; free admission for Triton students, faculty, and staff with a valid ID.
- Employee Panel (October 9)- 5 employees will share their experiences- Library 2-3 p.m.
- **Italian American Heritage Month:** (October 17 panel)
 - 10-10:30 a.m. Coffee with Authors, featuring Italian cookies
 - 10:30-11 a.m. Author Don Fiore discusses *Italo Balbo's Flight to the 1933 Chicago World's Fair*
 - Panel Discussion: Includes alumni, the Chief of Police of Melrose Park, Toni Greco, Cristina Bertolli from the Learning Channel, Ariana Colella, Sal Camarda, and Ivana Di Piero (hair salon owner).
 - Food provided by a local restaurant.
- **Polish Heritage Month:** (October 14 C0o-Worker Connect)
 - Activities: True or False Poland facts game and serving black tea.
 - 9:30 – 10:30 a.m. outside the cafeteria.
- **Guided Pathways:** Ms. Alexandria Terrazas, Dean of Early College Programs, was invited to present an overview of student options, steps, eligibility, and benefits of enrolling through Early College Programs (dual credit, dual enrollment, and dual degree). A handout was distributed with details of the programs.
- **Research:** SENSE (Survey of Entering Student Engagement) surveys were completed. The survey was administered to 44 course sections with more than 600 student responses. Results will be available in March 2025.

NEW BUSINESS

A. Announcements:

Ms. Beth Dunn confirmed that all Senate seats are filled except for one adjunct faculty member, and encouraged any interested adjuncts to contact Ms. Beth Dunn. Also, there is a need for chairs for the professional development, OETC, and assessment committees, emphasizing the importance of faculty involvement in these roles.

Ms. Beth Dunn asked everyone to review the Academic Senate website for accuracy, particularly regarding committee memberships.

Ms. Beth Dunn announced that if anyone is not receiving emails from Ms. Casandra Ramirez or Ms. Beth Dunn about meetings, including agendas and minutes, should reach out to ensure they're added to the list.

B. Assessment Update:

Dr. Purva DeVol shared that the college is progressing with its assessment plans for courses and programs as planned for the semester. The search for the Director of Curriculum and Assessment and the assessment committee chair is ongoing. Dr. DeVol is available for support and collaboration as needed.

Ms. Beth Dunn had a question about the peer review committee, noting she will soon step back as she takes on other responsibilities. Ms. Beth Dunn used to chair the peer review subcommittee and occasionally receive requests related to it. Available funding for needs identified in assessment plans but is uncertain how to proceed without an active assessment committee. Seeking clarification on whether the peer review panel should continue its work and what the next steps should be.

Dr. Purva DeVol responded that she is not proposing specific actions regarding the peer review panel. She acknowledged the emails about the assessment panel and noted that discussions are ongoing to address the situation in the absence of the assessment chair from faculty. This topic is on the agenda for further consideration.

Ms. Beth Dunn asked the Academic Senate to communicate with their departments about any needs for assessment funds. If departments want to reach out to the inactive peer review panel, they can contact Ms. Beth Dunn, who will forward proposals to those still able to review them.

ADJOURNMENT

Motion to adjourn by Ms. Julianne Murphy and seconded by Ms. Selma Mehmedagic. Motion carried.

Ms. Beth Dunn adjourned the meeting at **3:14 p.m.**

Respectfully submitted: Casandra Ramirez
Casandra Ramirez

Minutes Approved: Beth A Dunn
Beth A. Dunn