

# ACADEMIC SENATE REPORT

Tuesday, December 10, 2024

## Blackboard Ultra

### I. CALL TO ORDER:

Ms. Beth Dunn called the meeting to order at **2:30 p.m.**

**Members Present:** Frank Alvino, Heather Amwoza, Christopher Clem, Elizabeth Collins, Beth Dunn, Geoff Hiller, Mary Casey-Incardone, Joyce Fritz, Saadia Khan, Gail Krahenbuhl, Larry Manno, Dennis McNamara, Enisa Mehmeti, Jacqueline Mullany, Julianne Murphy, Calvin Washington II

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

**Non-Voting Members:** Hilary Meyer

**Guests:** Sandra Berryhill, Michael Crenshaw, Purva DeVol, Jean Dugo, Panos Hadjimitsos, Rachel Hindery, Jodi Koslow Martin, Brenda Jones Watkins, Denise Jones, Justyna Kohtz, Shekinah Lawrence, Mel Loucks, Suzi Maratto, Mary-Rita Moore, Troy Moran, Kelly Polen, Gretchen Reyes, Shelley Tiwari, Nicole Zumpano, Calvin Washington II

### II. APPROVAL OF MINUTES

Ms. Beth Dunn asked for a motion to approve the **November 12, 2024**, Academic Senate meeting minutes. Ms. Joyce Fritz motioned to approve, seconded by Ms. Jacqueline Mullany. Motion carried.

### III. COMMITTEE REPORTS

A. **College Curriculum:** Dr. Julianne Murphy stated that the Committee met on December 5.

#### New Degree(s):

- U215A Associate in Engineering Science Degree AES, 61-68 credit hours that require two new courses EGR 100, EGR 103

#### New Program (s):

- **C449A** Basic Welding Certificate
  - total program credits: 11
- **C460A** HVAC Installation Assistant Certificate
  - total program credits: 12
- **C460B** HVAC Installation Technician Certificate
  - total program credits: 24

#### Revised Programs:

- **C248V ENT/Mechanical Design** AAS program description change (minor); updated PLOs; add: Notes to semesters; PHY 101 as an 'OR' with ENT 295 in sem 4; ENT 212, ENT 213 to Program Electives; listed terms as Fall/Spring
- **C446I ENT/Electrical Certificate** updated PLOs; add: 'OR' option with ENT 110 with COT 107

# ACADEMIC SENATE REPORT

in sem 1; Notes to semesters for registration; moved: ENT 201, ENT 203, ENT from Sem 1 to 2; created Semester 2

- **C243A Criminal Justice Administration AAS**  
add CJA 155 and CJA 232 to Program Electives; delete from Program Electives: CIS 101, CJA 116, CJA 117, CJA 118, CJA 125, CJA 127, CJA 131, CJA 140 and PED 120
- **U224A43 Criminal Justice Administration AA**  
moved: CJA 121 from sem 2 to 1; MAT 102 or MAT 170 from sem 1 to 2; SSC 190 from sem 2 to 3; Physical Science from sem 2 to 4; CJA 181 from sem 3 to 2; PSY 100, HUM/FA gen-ed from sem 3 to 4; CJA 219 from Program Electives to sem 4; total Program Electives from 15 to 9; add Program Electives (3) to sem 3; deleted ECO 170
- **C448S Engineering Technology/Fabrication Certificate** program description change; add: ENT 252 as an option with ENT 117 in sem 1; ENT 232 as an option with ENT 144; Notes to semesters for registration; ENT 211 as an option with ENT 118 in sem 2; ENT 232 as an option with ENT 144 in sem 2; moved ENT 110 from Sem 2 to 1; ENT 116 from Sem 1 to 2; Stackable Degree-ENT/Mechanical Design; stackable Certificate-ENT/Design Certificate; updated PLOs; delete ENT 290
- **C448Y Engineering Technology/Welding Certificate** title to 'Engineering Technology/Welding Fabrication'; program description changes; updated PLOs; added: Notes to semesters for registration

## New Courses:

- **CJA 155 Drugs, Society and Criminal Justice**, 3 credits/3 lecture
- **CJA 232 Crime and Corruption in Illinois**, 3 credits/3 lecture
- **ENT 212 Intro to Electric Vehicle Charging Systems**
- **ENT 213 Electric Vehicle Supply Equip (EVSE) Installation & Maintenance**

## Deleted Courses:

- **CJA 116 Current Security Problems**
- **CJA 117 Introduction to Private Security**
- **CJA 118 Security Administration**
- **CJA 127 Correctional Counseling**
- **CJA 131 Correctional Procedures**
- **ENT 127 Materials Manufacturing & Test Processes**

## Inactive Curriculum:

- **C405B Network Technician Certificate**
- **C405C Linux System Administration Certificate**
- **C407M Network Management Certificate**
- **C407O Office Applications Cert-Prep for Microsoft Cert**
- **C407U Cloud Computing Certificate**
- **C515C Windows Program Advanced Certificate**

*Ms. Beth Dunn asked for a motion to approve the College Curriculum report, a motion was moved by Mr. Larry Manno, seconded by Ms. Saadia Khan. Motion carried.*

*Dr. Julianne also shared:*

- *Curriculum items for the first meeting in February are due to the curriculum office by January 15. No late submission will be accepted, as it caused confusion in the past. Ms. Murphy encouraged if anyone who needs help reviewing, providing rationale, or updating specific programs, to please reach out.*

# ACADEMIC SENATE REPORT

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

The Committee did not meet in December, but they have been working on a forgiveness policy, which is aimed at students who have failed courses but want to return to Triton College after a period of absence. The policy proposes that students who successfully complete at least 12 courses within a certain timeframe would have their GPA recalculated, excluding their prior failed courses, though those failures would still appear on their transcript.

This policy is designed to boost students' confidence and help them restart their academic journey. The proposal is still in the early stages, and if approved, further procedures will be developed. Concerns about financial aid and transfer admissions have been addressed, with the understanding that financial aid will not be affected, and failed courses won't impact the financial aid process. However, some transfer institutions might not accept students with failed grades on their transcript. The committee is seeking feedback on this proposal.

*Ms. Gail Krahenbuhl sought clarification on the forgiveness policy, asking if the F would remain on the transcript if a student retakes a course and earns a better grade. She was trying to understand how this would differ from the usual retake process where the F might be replaced by the new grade.*

*Mr. McNamara explained that the forgiveness policy would work in chunks. Once a student earns 12 credits of passing grades, they could petition to have the previous 12 credits of failing grades forgiven. These courses would still appear on the transcript, but it would be noted that they were excluded from the GPA calculation due to the forgiveness policy. From that point on, the student's GPA would be calculated without those 12 failing credits.*

*Ms. Beth Dunn clarified that the failed courses will still appear on the student's transcript, but they will not be included in the GPA calculation under the forgiveness policy.*

*Mr. McNamara shared that there might be a notation on a student's transcript indicating that the failing grades were excluded from the GPA calculation under the forgiveness policy. He views the policy as a boost for students who have failed in the past, taken time away, and are now returning to try again. While the failed grades will still be visible on the transcript when reported to financial aid or transfer institutions, the goal is to encourage students by showing positive progress and growth. He shared a personal experience of his own, where after failing initially, he returned with support and succeeded, despite his failed grades remaining on his transcript. The aim is to give students a sense of accomplishment and motivation to keep going.*

*Ms. Denise Jones expressed understanding of the intent behind the forgiveness policy but voiced concerns about its full benefit to students, particularly to financial aid. She noted that students returning after a break often struggle with their GPA impacting their financial aid status, which can lead to out-of-pocket costs. Since the forgiveness policy doesn't affect financial aid, she questioned whether it would truly help students in the way it's intended, as it may not address the financial challenges students face when their GPA affects aid eligibility.*

# ACADEMIC SENATE REPORT

**C. Student Development:** Ms. Mary-Casey Incardone reported on the successful "Lunch in Conversation" event, which had 20 attendees and was accompanied by holiday cookies provided by Chef Denise. Upcoming events include a blood drive on March 5, 2025, and a faculty, student, and staff trivia contest on April 3, 2025. The committee is partnering with Mr. Ian Torres, the undocumented student liaison, to support undocumented students. The next meeting is scheduled for Valentine's Day, February 14, 2025, and all are welcome to participate.

**D. Academic Support:** Mr. Christopher Clem shared that the committee The meeting was brief due to technical issues, but the main discussion focused on how the self-service portal can improve student support. A key feature in the portal is a card displaying the contact information and photo of any support staff assigned to a student, which can help students connect with the right resources.

Faculty can direct students to their portal to access this information. The group also discussed the idea of linking student ID photos to names in the roster to create a more welcoming environment and enhance recognition. All committee members agreed that this would be beneficial, and feedback is encouraged from other faculty. Lastly, the committee plans to explore what additional information should be included in the portal to better support students, with input from faculty to help streamline and target information delivery.

Each semester, the committee sends out a poll to interested faculty to determine the meeting day and time, as schedules change. If you'd like to participate, email the committee chair to be added to the distribution list and share your preferred meeting time. Everyone is welcome to join.

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

- **Greening the Campus Committee:**

- Plans for Spring 2025: One Earth Film Festival will continue hosting a sustainability film for Earth Day. A trash pickup event is planned for Earth Day week.
- IGEN grant: Aiming to fix broken charging stations.

- **Campus Quality Committee met on November 21:**

- **Mr. Alec Lisec** was welcomed as the new chair.
- **Meeting Dates:** The spring 2025 dates are set for February 20, March 27, and April 17, but they may change due to conflicts. Mr. Alec Lisec will survey members to find a better time.
- **Faculty Feedback:** Discussed improving ways for faculty to provide feedback, both anonymously and otherwise.
- **Lactation Rooms:** Existing rooms on campus, including in the B and G buildings, were discussed. The need for a lactation room in the library was suggested and will be considered in future budget processes.
- **Gender-Neutral Bathrooms:** Continuing discussions about adding more, tied to budget and planning.
- **G218 Faculty Issues:** Concerns about office conditions in G218. Facilities management will test the heating system during high-traffic days.

# ACADEMIC SENATE REPORT

- **Unhoused Students:** Discussed providing a resource sheet for referring students to support services, similar to academic resources.
- **H Building FOB Issues:** The second-floor FOB readers were down for weeks but are now working. Keys for buildings and classrooms are now being phased in, and requests for keys should be made.

**F. Professional Development:** Ms. Gail Krahenbuhl presented proposed changes to the Professional Development Committee's responsibilities, focusing on and planning faculty workshops in the fall and spring, with a focus on in-service educational programs. Membership will consist of no less than 12 and no more than 18 members, including full-time and adjunct faculty, mid-managers, and administrators. The committee is seeking feedback on how to maximize faculty participation in the upcoming CTE workshops.

**G. Online Education and Technology:** Ms. Saadia Khan shared that the OETC committee activity includes regular meetings and updates to the online and hybrid course approval forms. The committee approved the updated 2023 rubric for the development of online and hybrid courses. Discussions are ongoing about AI policy and membership updates, including the inclusion of the Office of Distance Learning. The committee plans to finalize the updates and bring them to the Senate in January.

**IV. Operational Assembly:** Ms. Hilary Meyer reported for the following committees:

- **Human Resources:** Full-time employees should update health insurance policies, enroll in a flexible spending account (FSA), and review beneficiaries for retirement and life insurance policies. The new full-time faculty seniority list will be sent out before the January workshop. The new adjunct faculty pool list will be updated and sent out in January as well. The Adjunct Faculty Pool list, previously produced twice a year, will now be produced once annually in the spring. Several recruitments for several roles across campus is ongoing.
- **Information Technology:** Modern Campus has been approved as the vendor for our new website. Information gathering work will begin next week. The college originally planned to partner with NSC (National Student Clearinghouse) to submit the Gainful Employment report due by January 15. The new employee electronic resource guide has been implemented, with plans for further revisions and enhancements. A section specifically for faculty self-service guides has been added and linked directly withing the college self-service portal. Efforts are underway to prepare W-2 and 1098 as the year-end approaches.
- **DEI:** The Heritage Month Committee meeting is on Wednesday, December 11 and going into final details on Black History Month events.
- **Guided Pathways:** Mr. Jason Lemberg discussed some of the tools that are available for Student Planning and within CRM Advise. Students now have visibility into their success teams (retention specialists, advisors, financial aid) within their portal.
- **Research:** The Fall 2024 Fact Sheet has been published and is available on the college website under the "About" page and in the Research page on the portal. It is a two-page

# ACADEMIC SENATE REPORT

document, distinct from the more detailed Fact Book. The Fall 2024 Fact Book is currently in progress, with plans to publish it in January.

- **Academic Affairs:** The Fall edition of the Adult Ed Gazette is out and can be found in print around campus. Early College partnering with the School of Continuing Education to offer cohorts for the coming FY26 year. The new cohorts will be Dental Assistant, EKG, Optician, and Physical Therapy & Sports Medicine Aide. Information sessions for these programs were recorded last week. The students participating in these cohorts will be current enrolled high school students at Triton's district high schools allowing students to gain knowledge in the area that would allow them to earn a credential and seek employment opportunities while still continuing with their high school studies. Spring 2025 guide Continuing Education guide is available electronically on our website and is currently being printed for home distribution.
- **Student Affairs:** The ETRC, currently located on the third floor, will move to the main floor of the library beginning Spring 2025. Starting Spring 2025, Academic Coaching will be piloted by the CAAS team in the library, focusing on the student success and executive functioning skills (time management, organization, study skills). TRIO submitted its annual performance report for year four of the current five-year grant cycle, meeting all metrics and the minimum number of students they are funded to serve. Triton Week was held last week at East and West Leyden high schools. Upcoming Admissions events include English and Spanish campus tours, a Next Step Workshop, a Pathway Spotlight on Visual Communication and high school group visits. Student Life and Triumph & Surge had The Elf Party, presents were dropped off in participation of Adopt-A-Wish program. Final's week registration is encouraged, with a push for students to meet with advisors before the winter break to ensure they are registered for upcoming courses. FAFSA workshops are being held to kick off the new FAFSA opened December 1. Students must reserve a spot for these workshops, and Financial Aid staff will assist at the Proviso and Leyden campuses.
- **Business Services:** Mechanical Projects: Several projects are planned, including ongoing window replacements and roof guards over the next few years. A discussion was held about electronic car occupying charging spaces for too long. Winter sports are performing well, and some teams may be heading to Nationals. The last payroll of the year will be on December 27. Hourly staff must have their timecards approved by December 23. Spring marketing materials are live, and preparations are underway for the Employee Bingo Bash this week. The Chicago Tribune featured an article on the Respiratory Care Program, with Dr. Peter Jaswilko providing an interview. The Allied Health department was also highlighted. Communications is working on the 50<sup>th</sup> anniversary of the college radio station will be celebrated in April 2025. A student profile campaign has been launched, featuring weekly student stories on the Triton Pride homepage.

# ACADEMIC SENATE REPORT

## V. NEW BUSINESS

**A. Assessment Update:** Mr. Larry Manno presented updates on the assessment committee's activities, including the separation of course and program assessments. Course assessments will be conducted over three years, with program assessments focusing on AAS degrees and certificates. General education assessment outcomes will be conducted in specific batches of courses, with critical thinking being the focus for the upcoming year. The committee is finalizing the assessment handbook and planning workshops for the spring semester.

**B. Mid-Year Strategic Plan Goal 1:** P. DeVol, J. Bartley, P. Jensen., K. Tharakunnel

Mr. Kurian Tharakunnel presented the Mid-year Update for Strategic Goal 1:

- Focusing on equipping faculty with knowledge and resources to improve persistence and completion rates.
- The committee has developed three new data resources related to transfer information, program changes, and student-level information.
- Faculty training sessions have been conducted, and three CTE workshops are planned for the spring semester.
- The committee seeks feedback on how to maximize faculty participation in the CTE workshops.

Dean Jeanette Bartley presented Strategic Goal 1 Action Plan II Update:

- Focusing on identifying and replicating successful practices to solidify student progress on their guided pathways.
- The committee has identified practices related to belongingness and is working with faculty to implement these strategies.
- Faculty have been provided with opportunities to learn additional practices, and additional workshops are planned for the spring.
- The committee is discussing data collection methods to measure the impact of belongingness on student success.

AVP Paul Jensen presented Strategic Goal 1 Action Plan III Update:

- Focusing on delivering an eight-week course format to accommodate student schedules.
- The committee has identified one program, HVAC installation technician and assistant, to be offered with flexible start scheduling.
- Ten programs and courses are being piloted in the eight-week format, with additional support services being developed.
- The committee is seeking feedback on the performance of in-person versus online eight-week courses and the student preference for enrollment.

# ACADEMIC SENATE REPORT

## VI. ANNOUNCEMENTS

- Ms. Beth Dunn shared the new minutes template created by Ms. Casandra Ramirez.
- All Senate committees have chairs. Ms. Saadia Khan was appointed as chair of OETC, replacing Mr. Sheldon Turner. Ms. Gail Krahenbuhl is the new chair for Professional Development, and Mr. Larry Manno is the new chair for Assessment.
- Ms. Beth Dunn shared the upcoming transition to a new Blackboard Collaborate shell due to the update to the Ultra version.
- Ms. Beth Dunn requests members to display their full names on Blackboard to aid Ms. Casandra in taking attendance.
- Ms. Shekinah Lawrence shared that the winner of the Great Cookie Debate (soft vs crunchy) will be revealed and sampled in the Library, Wednesday, December 11.

## VII. ADJOURNMENT

*Motion adjourned* by Ms. Rebecca Fournier and seconded by Ms. Mary Casey-Incardone . Motion carried. Ms. Beth Dunn adjourned the meeting at **4:03 p.m.**

Respectfully submitted by:

*Casandra Ramirez*

---

Casandra Ramirez

Minutes approved:

\_\_\_\_\_Beth Dunn\_\_\_\_\_

Beth A. Dunn