

# ACADEMIC SENATE REPORT

Tuesday, April 8, 2025

## Blackboard Ultra

### I. **CALL TO ORDER:**

Ms. Beth Dunn called the meeting to order at **2:33 p.m.**

### II. **Members Present:** Frank Alvino, Heather Amwoza, Mary Casey-Incardone, John Cody, Elizabeth Collins, Robert, Connor, Beth Dunn, Rebecca Fournier, Saadia Khan, Gail Krahenbuhl, Dennis McNamara, Selma Mehmedagic, Julianne Murphy, Salvatore Siriano, Calvin Washington, II

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

**Non-Voting Members:** Hilary Meyer

**Guests:** Gregg Beglau, Purva DeVol, Humberto Espino, Christina Garcia, Michael Garrity, Lisa Huff, Mel Loucks, Brenda Jones-Watkins, Justyna Kohtz, Daniele Manni, Mary-Rita Moore, Lena Musa, Kelly Polen, Melissa Ramirez-Cooper, Gretchen Reyes, Ali Sahtout, Kurian Tharakunnel, Leslie Wester, Nicole Zumpano

### III. **APPROVAL OF MINUTES**

Ms. Beth Dunn asked for a motion to approve the minutes of the **March 11, 2025**, Academic Senate meeting. Mr. Rob Connor made a motion to approve, seconded by Mr. Dennis McNamara. Motion carried.

### IV. **COMMITTEE REPORTS**

**A. College Curriculum:** Dr. Julianne Murphy stated the committee met on April 3.

#### Revised Courses:

- **VIC 162 – Digital Photography**
- **VIC 163 – Digital Studio Photography**
  - Updated course descriptions, learning outcomes, and Gen Ed outcomes.
- **VIC 268 – Now titled Advanced Digital Video**
  - Updated description, outcomes, assessment methods, textbook, and resources.
- **COT 248 – Construction Planning & Scheduling**
  - New prerequisite: **COT 107**
  - Course fee reduced to **\$0**
  - Updated outcomes, textbook, topics, and assessment.
- **COT 258 – Construction Cost Estimating**
  - Prerequisite: COT 107
  - Changed from 3 lecture hours to 2 lecture + 2 lab hours
  - Still 3 credits, fee also reduced to \$0
  - Updated outcomes, assessment, and contact hours.

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**EDU 207- Introduction to Education-Title to 'Introduction to Educational Methodologies'** updated textbook; CLOs, GLOs

## **EGR 195 Programming for Engineering**

- **SRT 100 Surgical Technology Basics**  
*updated CLOs and GLOs, Assessment, textbooks, Topics, Topical Learning Outcomes (TLOs)*
- **SRT 110 Basic Surgical Skills Theory**  
*updated CLOs and GLOs, Assessment, textbooks, Topics, Topical Learning Outcomes (TLOs), topical contact hours*
- **SRT 111 Basic Surgical Skills Lab**  
*updated CLOs and GLOs, Assessment, textbooks, Topics, Topical Learning Outcomes (TLOs), topical contact hours*
- **SRT 120 Basic Surgical Procedures**  
*updated CLOs and GLOs, Assessment, textbooks, Topics, Topical Learning Outcomes (TLOs), topical contact hours*
- **SRT 121 Advanced Surgical Skills Lab**  
*updated CLOs and GLOs, Assessment, textbooks, Topics, Topical Learning Outcomes (TLOs), topical contact hours*
- **SRT 130 Specialty Surgical Procedures**  
*updated CLOs and GLOs, Assessment, textbooks*
- **SRT 131 Surgical Simulation Lab**  
*updated CLOs and GLOs, Assessment, textbooks, Topics, Topical Learning Outcomes (TLOs), topical contact hours*
- **SRT 205 Clinical Experience I**  
*updated CLOs and GLOs, Assessment, textbooks, Topics, Topical Learning Outcomes (TLOs)*
- **SRT 215 Clinical Experience II**  
*updated CLOs and GLOs, Assessment, textbooks, Topics, Topical Learning Outcomes (TLOs)*

Motion to approve College Curriculum report by Ms. Gail Krahenbuhl and seconded by Mr. Rob Connor. Motion carried.

Dr. Julianne Murphy shared **other items**:

- Final Spring Meeting: Scheduled for May 1.
- Submission Deadline: Official deadline was on April 7, however, late submissions may still be accepted, depending on the content.
- Next Meeting: will be in September. Faculty can submit summer work to Ms. Suzi Maratto to be reviewed in the fall.

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## Discussion Items:

### 1. 296-Level Course Offerings:

- These are used to offer new or trial courses without full approval.
- Can be offered two semesters in three years before needing official approval as a new course.

### 2. Time Schedule for Class/Seat Time/Breaks:

- Classes over 90 minutes must include a 10-minute break, counted toward seat time.
- Correct seat time formula provided:  
50 minutes × number of lecture hours × 15 weeks
- Break time must be added to total instructional minutes.
- Scheduling must ensure compliance with state-mandated contact hours.

## Supporting Materials:

- Examples for both 8-week and 16-week terms were provided.
- Deans are asked to share the handout with faculty.

*VP Campos clarified that the timing mentioned applies only to lectures, not labs, which have a longer duration and follow a different schedule. 2 lab hours = 1 lecture hour (2 Lab hrs = 1 LHE)*

### **B. Academic & Scholastic Standards:** No report

**C. Student Development:** Ms. Casey-Incardone shared that the Student Development Committee hasn't met yet in April, but hosted a successful trivia event on April 3, with five rounds of games and prizes donated by committee members and friends. Due to its popularity, the trivia event will be offered in the fall. The next event is a blood drive on Wednesday, April 9, from 10 a.m. to 2 p.m. outside the B Building, in partnership with Nurse Laura Hill and Vitalant. Donors will be entered into a raffle for gift baskets. The next committee meeting will be held on Friday, April 25, at 1 p.m. via Blackboard.

**D. Academic Support:** Ms. Leslie Wester reported that during the March 27 meeting, the committee expressed strong support for adding student ID photos to Self Service and class rosters to promote a sense of belonging in the classroom. Faculty survey results on attendance submission via the portal were very positive. The committee is also exploring more effective use of CRM Advise due to delays with retention alerts. Lastly, research showed that the updated late registration policy is positively impacting student success, with completion rates increasing to 63%, up from a previous low of 53%.

**E. Campus Quality-** Ms. Dunn reported on behalf of Mr. Alec Lisec that the Campus Quality Committee did not meet due to lack of quorum, but the Greening Committee did meet, and minutes were previously distributed.

**F. Professional Development:** Ms. Krahenbuhl shared that the committee met on March 27 and celebrated the recognition of Ms. Andrea Blaylock as Outstanding Faculty and Mr. James Halm as Outstanding Adjunct Faculty. Planning is underway for the upcoming

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faculty workshop, initially themed around Diversity, Equity, and Inclusion (DEI) in collaboration with CTE. However, due to concerns about the current climate and use of DEI language, further discussions are ongoing. The committee will revisit the topic at their next meeting on April 24. Members are encouraged to review the Equity Plan and report on the portal. Additionally, they are still working to clarify the process for inviting speakers, with final decisions to be made over the summer.

- G. Assessment:** Ms. Beth Dunn reported on behalf of Mr. Larry Manno. She stated that the committee met on March 27, where Deans Bartley, Kohtz, and Moran provided updates on submitted assessment reports and identified missing ones. They also supplied suggestions for improving the assessment process and how they can assist faculty. To support faculty, the due date for both assessment reports and action plans has been moved to April 15 each year. For spring-only courses, the new deadline is May 31. The committee also discussed bringing back assessment liaisons to improve consistency. The committee made final preparations for Assessment Day which will be on Friday, April 11, from 8:30 a.m. to 2 p.m., featuring a keynote speaker from Waubonsie and breakout sessions on assessment topics.
- H. Online Education and Technology:** Ms. Saadia Khan shared that the OETC Committee met on March 28. The committee discussed upcoming DOJ accessibility compliance requirements and the resources that will be provided to faculty, including workshops and accessibility tools. Ms. Nicole Zumpano and Kristina Hansen from the Office of Distance Learning are working on additional guidance for faculty. The committee also highlighted tools like the Blackboard accessibility check and Microsoft apps for improving document accessibility. Additionally, the committee began discussions on updating faculty online teaching credentials in light of evolving technology and student needs. They are exploring professional development opportunities, including streamlining the Blackboard pedagogy cohort. Lastly, they are seeking more peer reviewers for online and hybrid courses, especially with the upcoming 8-week course development. Faculty with online teaching credentials are encouraged to join the peer review process.

*Ms. Beth Dunn asked about the accessibility requirement for her face-to-face courses, where she records her lectures and posts notes as PDFs. She inquired whether the committee is suggesting that PDFs should not be used since her PDFs are marked as non-compliant, or if there's a way to make them compliant.*

*Ms. Khan clarified that the committee is not suggesting that PDFs are not allowed. Instead, the goal is to ensure that PDFs are accessible and can be read by screen readers. For instance, any images in PDFs should have alternative text. She encouraged faculty to explore ways to make their PDFs compliant, including considering alternative formats or software, like GoodNotes, that could help with accessibility.*

*Ms. Dunn expressed concern about making her math course materials compliant. While she can make the note packets accessible, she's unsure how to make the handwritten problems she records on the smart board compliant. Since those are captured as images, she worries they will not meet accessibility requirements.*

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*Ms. Khan suggested that Ms. Dunn explore whether the SMART Board has a feature that can transcribe the handwritten content into text, helping with accessibility.*

*Mr. Daniele Manni, though not a senator, asked if the committee is considering proctoring services in light of the increase in AI bot usage in the humanities, as there are currently no effective detection methods. He suggested that proctoring might be a secondary solution to this issue.*

*Mr. Humberto Espino mentioned that Proctorio, the embedded remote proctoring tool in Blackboard, doesn't always work effectively. He suggested that the college might consider exploring other proctoring tools or Blackboard extensions to improve proctoring for online courses.*

V. **Operational Assembly:** Ms. Hilary Meyer reported on the following committees:

## **Academic Affairs:**

### **Continuing Education:**

- Continuing Education launched the Pre-Employment and Pre-Apprenticeship (PEPA) Program, designed for students interested in manufacturing and healthcare. This initiative aims to enhance students' marketability and equip them with valuable skills before entering the workforce. PEPA is supported by the ICCB Noncredit Grant and aligns with our commitment to workforce development.
- Additionally, Spring Break marks the kickoff of our first camp of 2025 with College for Kids. We anticipate welcoming 60 students to participate in this enriching continuing education opportunity, fostering learning and engagement during the break. College for Kids provides students the opportunity to gain knowledge on our areas of studies here at Triton College.

### **Business and Technology:**

- The Business & Technology (B&T) area recently hired two new full-time office assistants, who started in early March. These positions are based in the T-100 Dean's Office.

### **Arts and Sciences:**

- On March 5, the Brown Bag Lunch and The Landscape, Re-Imagined gallery reception took place, showcasing an exhibition that challenges traditional views of landscape art. Attendees had the opportunity to meet the artists, engage in conversation, and explore fresh perspectives on the environment through art.
- Additionally, the Arts & Sciences department is seeking submissions for their next exhibition, Anything Goes, which celebrates collaboration and artistic experimentation. This interdisciplinary show invites artists, musicians, performers, and makers to push boundaries and engage the community in exciting new ways. Please contact A&S with questions or suggestions.

### **Early College:**

- Early College has experienced significant growth, with enrollment nearly tripling from the Fall 2024 admitting semester. This remarkable expansion underscores the increasing interest and commitment among students, partnering institutions and now collaborating with Continuing Education to provide more program offerings, advance academic and career readiness through dual enrollment and specialized career academies.
- The number of students starting the dual degree program will increase to 74 students (48 incoming and 29 returning). Participating high schools include Elmwood Park, East and West Leyden, Proviso East and West, PMSA, and Ridgewood.

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- Additionally, the career academies have seen impressive expansion, with a 28% increase in programs offered, a 220% rise in student enrollment, and a 247% increase in credit hour participation.
- Programs now include Barbering, Criminal Justice, Dental Assisting, EMT, Education, EKG, Fire Science, HVAC, CAN, Optician Training, Physical Therapy Aide, Sports Conditioning, and Welding. Schools involved include Elmwood Park, East and West Leyden, Proviso East and West, PMSA, Ridgewood, and Riverside Brookfield, with potential new partners planning to join in the coming years.
- This growth underscores the high demand for dual enrollment and career-focused education, positioning the program for continued success in the years ahead.

## **Student Affairs:**

### **Academic Success:**

- The CAAS team is providing academic coaching in the library, available to all students. They are also matching SEED students with employers, both on campus and externally. Reach out to [seed@triton.edu](mailto:seed@triton.edu) if you are interested in hosting a student.
- The Library is hosting an event on March 27 in partnership with Architecture faculty featuring Chicago Architects.
- Student Assistance has distributed a survey to faculty who participated in the self-service attendance pilot. Results will be reviewed shortly.
- TRIO is taking students to Texas during spring break, to experience cultural activities and tour a selection of transfer institutions.

### **Admissions:**

- Pathways Spotlight Event – Engineering Science - Tuesday, March 11, 5:30 pm
- High School Group Visits for March include Proviso Township High Schools, Morton High School, East Leyden High School, Proviso East High School, and Seal-IL High School.

### **Financial Aid:**

- Financial Aid is hosting a FAFSA Family Night on March 19 for students to complete the 25/26 FAFSA for the new year starting in the fall. They will also be sending award letters for the 25/26 year this week.

### **Records:**

- Through a partnership with Parchment, starting with the Spring 2025 commencement diplomas will be mailed directly to students. Furthermore, the new system will allow students to access a digital diploma.

### **Retention and Student Engagement:**

- A \$2 million allocation from the IBHE/ICCB to support stop-out students has been granted to ReUp, a vendor specializing in re-engaging students who have been absent for a year or more. The institution is one of 12 schools benefiting from this partnership, which has already led to successful Triton College re-enrollments and completions.
- Fall registration opens week of April 21.
- TRIUMPH & SURGE is taking students to North Carolina during spring break, to experience cultural activities and tour a selection of transfer institutions.
- The Classic Man event held last week had a great turnout, with several students participating and enjoying the experience. An event for women is in the works.

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## Information Technology:

- Currently in the development phase of a new website, which involves regular meetings with Modern Campus to review stakeholder feedback, survey results, and data analysis.
- The team is also working on upgrading to Colleague 6.0 and Self Service 3.0, which will soon replace the current version with minimal differences, primarily in the font.
- The mobile app for Triton College is under review after employees and students expressed interest, with the team exploring the best approach for setting up the app.
- Partnering with Admissions on the Common App initiative, which allows students to apply to multiple schools through a single platform.
- The CAAS and IT teams are also completing work on the AIM platform for student accommodations.
- IT will be upgrading the campus's wireless system. This includes migrating to Aruba Central for better wireless management and replacing outdated access points, while introducing secure and public SSIDs.
- Other ongoing projects include refreshing the CCTV system's server environment.
- They are also partnering with Financial Aid on a scholarship platform.

## DEI:

- Women's History Month is currently being celebrated with a week of activities in the Library, including inspiring talks from Triton College students, faculty, and staff.
- Additionally, the Heritage Committee is celebrating Irish American Heritage Month with a craft session next week, and Greek Heritage Month with a cooking demonstration on March 25.
- March is also Developmental Disabilities Awareness Month, which was celebrated with a film screening and discussion last week.

## **VI. NEW BUSINESS**

### **A. Announcements:**

An email was sent reminding senators that Senate terms are two years, with no term limits. If there are any changes or if a new representative is needed, notify Ms. Beth Dunn and Ms. Casandra Ramirez. Departments should hold elections if needed, and Ms. Dunn can provide guidance.

Mr. Dennis McNamara will step down as chair of the Academic and Scholastic Standards Committee at the end of this term. Ms. Dunn will reach out to his committee and others to find a new chair for Fall 2025.

**Nominations for Chair of the Academic Senate (2025–2026)** were opened.

Ms. Selma Mehmedagic nominated Ms. Beth Dunn, seconded by Ms. Mary Casey-Incardone.

No other nominations were submitted.

A vote was held, and Ms. Beth Dunn was confirmed as Chair of the Academic Senate for the 2025–2026 academic year.

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Ms. Beth thanked everyone for their vote of acclamation and promised to do her best as Chair of the Academic Senate for 2025–2026.

She is working on updating the Senate bylaws. There were discrepancies between the online and print versions, but she believes everything is now accurate. She will have others review it before posting the final version.

All Senate subcommittee chairs were asked to check their webpages to ensure the information is accurate.

If updates are needed, chairs should email Ms. Dunn, who will coordinate updates with Ms. Casandra Hutchinson.

## VII. ADJOURNMENT

*Motion adjourned* by Mr. Rob Connor and seconded by Ms. Selma Mehmedagic. Motion carried. Ms. Beth Dunn adjourned the meeting at **3:26 p.m.**

Respectfully submitted by:

*Casandra Ramirez*

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Casandra Ramirez

Beth Dunn

Minutes approved:

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Beth A. Dunn