

# ACADEMIC SENATE REPORT

Tuesday, May 13, 2025

## Blackboard Ultra

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

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

### II. **Members Present:** Heather Amwoza, Mary Casey-Incardone, Christopher Clem, John Cody, Elizabeth Collins, Beth Dunn, Rebecca Fournier, Joyce Fritz, Saadia Khan, Gail Krahenbuhl, Larry Manno, Selma Mehmedagic, Jacqueline Mullany, Julianne Murphy, Salvatore Siriano, Calvin Washington II

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

**Non-Voting Members:** Jason Lemberg, Hilary Meyer

**Guests:** Purva Devol, Jean Dugo, Jim Ellison, Christina Garcia, Lisa Huff, Denise Jones, Brenda Jones-Watkins, Jodi Koslow Martin, Dorota Krzykowska, Shekinah Lawrence, Mel Loucks, Mary-Rita Moore, Troy Moran, Lena Musa, Melissa Ramirez-Cooper, Ali Sahtout, Kurian Tharakunnel, Shelly Tiwari, Nicole Zumpano

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

Ms. Beth Dunn asked for a motion to approve the minutes of the **April 8, 2025**, Academic Senate meeting. Ms. Selma Mehmedagic made a motion to approve, seconded by Ms. Saadia Khan. Motion carried.

### IV. **COMMITTEE REPORTS:**

**A. College Curriculum:** Dr. Julianne Murphy stated the committee met on May 1<sup>st</sup>.

#### Revised Courses

##### • **HTH 202 Culture and Food**

• Updated title “Health, Culture, and Society”, course description, Topics, Contact Hours, TLOs, CLOs, GEOs, Instructional Strategies, Assessments, textbook; pursuing Behavioral Science Gen Ed status - IAI code: S9900

• **SRT 200 Professional Development** updated textbooks, CLOs, GEOs, Instructional Strategies

• **SRT 210 Certification Exam Prep** updated textbooks, CLOs, GEOs, Instructional Strategies, Assessment

• **SOC 210 Sociology of Leadership** Updated title to “Leadership for the Modern Organizations”; course description; prerequisite from 'None' to 'PSY 100 or SOC 100'; CLOs, GEOs, Instructional Strategies, Assessments

# ACADEMIC SENATE REPORT

## New Curriculum

- **Hybrid and Electric Vehicle Service Technician** certificate (13 credit hours)
- **AUT 129 Automotive electricity and electronics II**
- **AUT 226 Engine performance and Diagnosis**
- **AUT 230 Computerized Engine Controls**

## Revised Curriculum

- **Entrepreneurship Certificate** - added BUS 146 or BUS 149 to Sem 1; deleted BUS 151 from Sem 1
- **Financial Services Certificate** -updated PLOs
- **Social Media Digital Marketing Certificate** - added BUS 149; deleted BUS 278
- **International Business AS** - moved BUS 293 to Sem 4, BUS 161 to Sem 3; CIS 101 added to BUS 107 as an option in Sem 1
- **Basic Operations Firefighter** – updated Program Learning Outcomes (PLOs)

*Ms. Beth Dunn asked for a motion to approve the College Curriculum report, Mr. Larry Manno made a motion to approve curriculum and seconded by Ms Selma Mehmedagic. Motion carried.*

**Dr. Julianne also shared other items updates:**

## **Fall Deadlines and Updates Summary:**

- **Curriculum Deadlines:**
  - All course revisions must be submitted to the dean's office and curriculum office by August 11.
  - Recommended internal deadline: August 1, to allow time for dean review before the first fall meeting in September.
- **Website Updates:**
  - Ms. Shelley Tiwari gave a presentation highlighting the need to manually update the Areas of Study web pages.
  - These pages do not update automatically when changes are made in the curriculum system.
  - Faculty and deans should review and contact the tech/web departments for any updates.
- **Curriculum Handbook Update:**
  - A statement will be added requiring scheduled break time for classes over 90 minutes.
  - A 10-minute break must be included in the class period and submitted to scheduling to ensure proper seat-time compliance with state regulations.
  - Deans are responsible for informing faculty of this requirement.

*VP Campos suggested removing the word "final" from "final schedule" to avoid confusion with the final exam schedule.*

*Dr. Murphy acknowledged VP Campos' feedback, confirmed that she had already instructed Ms. Suzi Maratto to remove the word "final" from the schedule reference, and stated that this updated version will be included in the curriculum handbook.*

# ACADEMIC SENATE REPORT

*Ms. Gail Krahenbuhl shared that she typically discusses and negotiates parts of the syllabus, such as break times, with students on the first day of class. She asked for clarification on whether break times must be set before the start of class, or if they can be finalized during that first-week discussion, as she prefers to involve students in that decision.*

*VP Campos clarified that instructors don't need to schedule a specific break time (e.g., "10:00 a.m."), but must account for a 10-minute break in classes over 90 minutes. She emphasized treating students as adults and allowing flexibility whether through a scheduled group break or allowing individuals to step out as needed. The key is to build the break time into the total class time to ensure compliance.*

**B. Academic & Scholastic Standards-** No report.

**C. Student Development-** Ms. Mary-Casey Incardone stated the committee met on April 25 and May 9. The committee reflected on successful student engagement events this semester, highlighting:

- The blood drive reached 100% capacity with 17 donations (their goal), and 4 additional donors had to be turned away exceeding expectations.
- A trivia event in the cafeteria drew around 60 participants, including students, faculty, and community members. Due to strong interest, trivia will return in both Fall and Spring next year.
- A karaoke event is also planned for next year, with early notice to encourage participation.

The committee emphasized its mission of building interaction among students, faculty, and staff. Plans are underway to collaborate with other standing committees and student organizations next academic year. All current committee members, including two student reps, plan to return, reflecting strong commitment. Ms. Mary-Casey Incardone thanked everyone for their support and wished all a great summer.

**D. Academic Support-** Mr. Christopher Clem reported that the Academic Support Committee held two end-of-semester meetings. Key highlights include:

- Mr. Jason Lemberg shared major progress with Academic Support and student referrals through Retention Alert, and with attendance tracking in Self-Service.
- Mr. Lemberg's team attended the Ellucian Conference, where Triton's use of Self-Service drew attention from major universities highlighting Triton's leadership in student support technology.
- Mr. Lemberg is also exploring with Mr. Humberto Espino how Blackboard data might be used to further enhance student success, acknowledging variability in faculty usage.

**The committee also:**

- Reviewed its annual goals, including promoting faculty use of Self-Service for attendance with 200 out of 500 faculty currently participating.
- Evaluated the ongoing success of the no late registration policy, with data confirming its positive impact on student success.
- Gave themselves a B+ grade for goal completion meeting most objectives but keeping them on next year's agenda for continued progress.

# ACADEMIC SENATE REPORT

- E. Campus Quality-** Ms. Jacqueline Mullany reported on behalf of Mr. Alec Lisec that the Campus Quality Committee continued discussions on recent improvements, including the establishment of a new lactation room, and ongoing conversations about the need for family bathrooms. The committee has faced challenges in finding a meeting time that works for all members, and is considering how to address this moving forward. They are also planning to develop a survey to gather feedback from faculty, staff, and students on campus quality concerns to help guide priorities for next semester.
- F. Professional Development-** Ms. Gail Krahenbuhl reported that the Professional Development Committee met on April 24 via Zoom. The focus of the meeting was continued planning for next year's theme: Diversity, Equity, and Inclusion (DEI). The committee aims to explore DEI in the context of Triton's identity as a Hispanic-Serving Institution and in alignment with the college's equity plan and related data.

Although a keynote speaker has not yet been confirmed, Ms. Krahenbuhl has been tasked with leading that effort over the summer, with support from a few committee members, the Vice President's Office, and Ms. Shelley Tiwari. The goal is to deliver an inspiring, thoughtful, and challenging in-service workshop in the fall.

- G. Assessment-** Mr. Larry Manno reported that the Assessment Committee met on April 15, with some previous work completed virtually.
- Revised Assessment Handbook now available on the committee's SharePoint page.
  - New due date for both assessment reports and action plans are April 15 (previously March 15 and April 15, respectively), giving faculty more time to complete assessments and collaborate with colleagues.
  - For spring-only courses, the new due date is May 31.

## **Additional updates:**

- Committee discussed expanding membership to include more areas involved in assessment.
- Assessment cycle completion rates for the year:
  - Course assessments: 65%
  - Program assessments (AAS degrees & certificates): 69%
  - General education outcomes (focused on critical thinking): 56%

Mr. Manno noted these rates are lower than desired and emphasized the need for greater faculty engagement. The committee will focus on strategies to improve participation next semester and welcomes input on enhancing the assessment process.

# ACADEMIC SENATE REPORT

**H. Online Education and Technology-** Ms. Saadia Khan stated the committee met on April 25, marking their final meeting of the semester. Key topics discussed included:

Increasing membership by adding representatives from departments like Business and Technology, which is currently only represented by one faculty member.

The committee requested time during the faculty in-service to address upcoming accessibility deadlines for the spring semester.

The committee plans to continue working on membership updates and will discuss further in the fall semester.

**V. Operational Assembly:** Ms. Hilary Meyer stated the committee met on May 12, and shared reports from the following committees:

**Student Affairs:**

The Academic Support syllabus supplement is being redesigned to be more engaging and user-friendly. Faculty feedback is welcome.

The end-of-year celebration for Student Life teams, including Triumph, Surge, and TRIO, took place on May 2, with awards and scholarships given.

Fall Enrollment efforts are underway, with the first registration rally on May 14. The Testing Center is administering final exams and placement testing. Advisors are helping students with course selection and Pell grant funds.

Graduation is on Saturday, and regalia can be picked up in Student Life Suite B240.

**Admissions and IT:**

Admissions is hosting campus tours and high school visits as part of the enrollment efforts.

The Information Technology team is working on several projects, including a new website and six platform migrations, all to be completed by July.

**Diversity, Equity, and Inclusion (DEI):**

Haitian Heritage Month will be celebrated on May 14, and Pride Month planning is underway, with the first Pride picnic scheduled for June 24.

**Research and Surveys:**

The Student Satisfaction Survey is open, with 763 responses so far. Faculty are encouraged to assist in increasing participation. Email remains the most effective communication method for reaching students.

**New Business:**

A proposal was made to create a new Senate Committee on AI to educate and inform the campus about artificial intelligence. The motion will be discussed and voted on.

# ACADEMIC SENATE REPORT

## VI. NEW BUSINESS

### A. Announcements:

Ms. Beth Dunn shared that several faculty members have approached her with a request to create a new Senate Committee on AI. The purpose of the committee would be to educate and inform the campus about artificial intelligence (AI) and potentially develop or suggest policies related to its use.

Since this process of creating a new Senate committee is new to her, she introduced the motion to the Senate. The procedure includes:

A motion to create the standing committee.

A second to the motion.

Discussion and a vote on whether to establish the committee.

Ms. Ms. Beth Dunn clarified that the motion was to create a standing Senate committee dedicated to AI. Before proceeding with the discussion, she confirmed that the motion needed a first and a second.

- Ms. Rebecca Fournier made the first for the motion.
- Dr. Saadia Khan seconded the motion.

Ms. Beth Dunn then opened the floor for discussion on the creation of the committee.

*Mr. Jim Ellison shared his perspective on the growing confusion surrounding AI use. He noted that college students are struggling with understanding what they can and can't use AI for, often feeling caught in the middle. He also mentioned a discrepancy in the business world, where while 40% of employees in the C-suite report buy-in for AI, 75% of employees are actually using it, albeit secretly. He emphasized the need for consistency and clear communication about AI use so that everyone knows where they stand.*

Ms. Beth Dunn outlined the process for creating a standing Senate committee focused on AI. While the vote to create the committee will take place now, the actual bylaw changes to formalize it will occur later in the fall. Ms. Rebecca Fournier will be responsible for working on the bylaws, membership, and mission of the committee, which will be presented and voted on at the September meeting.

She also mentioned working on updating the Senate bylaws and making them more user-friendly. There are currently several different versions of the bylaws, and she aims to present a clean, editable copy by September. She is also looking for a chair for the Academic and Scholastic Standards Committee.

Finally, she thanked everyone for their work and participation, wished everyone a good summer, and noted the next meeting would be on September 9.

# ACADEMIC SENATE REPORT

## VII. ADJOURNMENT

*Motion adjourned by Ms. Gail Krahenbuhl and seconded by Ms. Selma Mehmedagic. Motion carried. Ms. Beth Dunn adjourned the meeting at 3:19 p.m.*

Respectfully submitted by:

*Casandra Ramirez*

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Casandra Ramirez

Beth A Dunn

Minutes approved:

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Beth A. Dunn