ACADEMIC SENATE REPORT

October 21, 2025

Blackboard Ultra

I. CALL TO ORDER:

Ms. Beth Dunn called the meeting to order at **2:31 p.m.**

II. **Members Present:** Frank Alvino**,** Mary Casey-Incardone, Christopher Clem, Elizabeth Collins, Beth Dunn, Rebecca Fournier, Roseanne Feltman, Mohsin Habeeb, Ruth Hallongren, Saadia Khan, Gail Krahenbuhl, Alec Lisec, Selma Mehmedagic, Julianne Murphy, Antigone Sharris, Salvatore Siriano, Calvin Washington

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

Non-Voting Members: Jason Lemberg, Hilary Meyer

Guests: Flavia Bruscato**,** Tatiana Castaneda**,** Purva DeVol, Christina Garcia, Denise Jones, Brenda Jones-Watkins, Justyna Kohtz, Jodi Koslow Martin, Daniele Manni, Mary-Rita Moore, Ivette Perez, Ty Perkins, Melissa Ramirez-Cooper, Gretchen Reyes, Kurian Tharakunnel, Michael Thunberg, Leslie Wester, Nicole Zumpano

III. APPROVAL OF MINUTES:

Ms. Beth Dunn asked for a motion to approve the minutes of the **September 9, 2025**, Academic Senate meeting. Ms. Selma Mehmedagic made a motion to approve, seconded by Ms. Rebecca Fournier. Motion carried.

IV. COMMITTEE REPORTS:

A. College Curriculum: Dr. Julianne Murphy stated the committee met on October 2.

- **Items Approved:**

1. **Health, Sport, and Exercise Science (AS Degree)**
    - One program learning outcome was deleted due to overlap with another.
    - New combined outcome: *"Describe the dimensions of health (intellectual, emotional, environmental, physical, spiritual, social) and the lifestyle factors that impact each dimension."*
2. **ENT CAD Advanced Certificate (C548E)**
    - Added note: Students must take *ENT 110* first or concurrently with other courses.
    - Removed specific semester titles (e.g., “Fall”) to promote flexible start times. Standardized to “Semester 1,” “Semester 2,” etc.

As part of the **C548E (ENT CAD Advanced Certificate)** revision, the committee removed specific semester titles like "Fall" or "Spring" and replaced them with "Semester 1," "Semester 2," etc. This change gives the students the impression they can start the program at any time, rather than only in specific terms. This revision, along with a note requiring *ENT 110* to be taken first or concurrently, was approved.

Ms. Beth Dunn asked for a motion to approve the College Curriculum report, Ms. Saadia Khan made a motion to approve curriculum and seconded by Ms. Mary Casey-Incardone. Motion carried.

Dr. Julianne also shared:

Curriculum Committee Announcements – Summary:

- **Next Meeting:** November 6
- **Final Submission Deadline for Fall:** November 3
  - All fall curriculum items must be submitted by the dean to the curriculum office by this date.
- **Spring Deadlines:**
  - Posted in the **Curriculum Blackboard Shell** under "Organizations."
  - Members without access can contact Susie or the speaker for help.
- **Curriculum Notes Discussion (Upcoming):**
  - The recent update to the **ENT CAD Advanced Certificate** sparked a broader conversation about **standardized program notes** on certificates and degrees.
  - At the **November meeting**, the committee will discuss offering **optional, standardized note templates** faculty can choose via **checkboxes in Watermark** (or future curriculum software).

Draft Note Options Include:

1. *"This map is suggested and can be customized. Please contact your academic advisor."*
2. *"Courses must be taken in the exact order listed each semester."*
3. *"Gen Ed courses should be taken early to support success in program courses."*
4. *"This program may transfer to some four-year colleges and universities."*

- **Purpose:** To provide clear, consistent guidance to students and help faculty streamline messaging in curriculum maps.
- **Discussion Status:** These are draft options only; no final decisions have been made. Feedback and further discussion will take place at the November meeting, and updates will be reported back to the Senate.

B. Academic & Scholastic Standards- Ms. Roseanne Feltman shared the following:

The committee met on September 23, both in person and via Zoom. They introduced two new student scholars, Ms. Jana Marie Flor and Ms. Sophia Narazanska. They discussed membership, participation, and faculty attendance, encouraging in-person attendance for better engagement. The main focus for the year is continuing work on the forgiveness policy. They reviewed past efforts, noting it was previously brought to the Senate but didn't pass, though the exact reasons are unclear. The goal remains to establish a forgiveness policy similar to those at other institutions.

Ms. Beth Dunn shared that the assessment policy was never formally voted on in the Senate or by the committee. They also noted that there was no report from the Academic and

Scholastic Standards Committee during the entire spring semester. They're unsure if it was voted on in the fall and would need to review the meeting minutes to confirm.

Ms. Beth Dunn shared that Ms. Casandra Ramirez had done some research and found a report from Mr. Dennis McNamara regarding the forgiveness policy for the Academic and Scholastic Standards Committee (ASSC). She said she would forward that report to Ms. Roseanne. Also, noted that in December, it was reported the committee did not meet, and that was likely the last report from the fall semester. She added that, to her knowledge, there was never a call to vote on the forgiveness policy.

C. **Student Development**- Ms. Mary Casey-Incardone shared the following:

The Student Development Committee met on October 3 and welcomed a new member from the speech department, Ms. Archawee Dhamavasi. They discussed membership changes, agreeing to follow Roberts Rules for quorum (majority vote) without specifying it in their bylaws. They noted that although bylaws allowed only five full-time faculty members, in practice 8–9 attend meetings. They propose increasing full-time faculty membership to a range of 7 to 15 members to allow broader participation. Currently, they have 10 full-time faculty members including the new member and chair.

They are actively seeking adjunct faculty representation but have struggled to fill this role; they want to keep this position open. For student representatives, they propose reducing from two to one due to difficulty in finding a second student. Regarding administrative representation, they suggest reducing from two deans (Enrollment Services and Student Services) to just one, from either the Dean of Retention and Student Engagement or Dean of Student Services, or their representative, to ensure consistent attendance.

Their proposed bylaw changes include:

- A chairperson (traditionally from counseling)
- 7–15 full-time faculty members
- 1 adjunct faculty member (credit or adult education)
- 1 student representative
- 1 administrative representative from either of the two dean offices

They emphasize that students, faculty, and community members can participate as resource members. This is their recommendation for updating the bylaws.

Dr. Campos asked whether questions should be taken now or after a preliminary vote. she then questioned why the committee requires the chairperson to be from the counseling department, noting that such a specific requirement is unusual. She pointed out that the four counselors are already heavily committed to many committees and asked if there is a particular reason for this rule.

Ms. Mary Casey explained that historically, since the 1990s, the chairperson of the Student Development Committee has always been a counselor. She acknowledged the challenge of having only four counselors stretched across many committees but emphasized that the *counseling department values this committee because it addresses student concerns, especially for underrepresented students. They want to ensure their voice is present to bring these issues to the committee and collaborate with the college community.*

Ms. Beth Dunn apologized for speaking out of order but asked for a motion to change the Student Development Committee's bylaws, which was moved by Ms. Gail Krahenbuhl and seconded by Ms. Saadia Khan. She opened the floor for any questions for Ms. Mary Casey, then called for a vote. After confirming a two-thirds majority, she declared the bylaw changes approved

Ms. Mary Casey-Incardone announced two upcoming events sponsored by the Student Development Committee. The first is a trivia event in the cafeteria on Thursday, October 23, from 12 to 1 PM, using Kahoot with prizes for winners. The questions will be a mix of academic and fun topics. The second event, planned for Tuesday, November 18, from 11 AM to 12 PM, is called "Lunch and Conversation," designed to encourage students, faculty, staff, and administrators to engage in casual conversations to help ease students' social anxiety. Conversation starters will be provided, and participants are welcome to stay as long as they like. All are encouraged to buy their lunch in the cafeteria or bring their own lunches. They can sit at the assigned tables.

D. Academic Support- Chef Christopher Clem reported the following:

Chef Christopher Clem reported on the September 12 and October 3 meetings, noting they mainly covered the same topics. The committee ratified their bylaws and made progress on setting achievable short-term goals. A key goal is encouraging faculty to email the library the ISBNs of required textbooks to replenish Course Reserves, which greatly supports students. He celebrated that over half of full-time faculty and 59 adjuncts are now using self-service to report attendance, which helps students feel acknowledged and supports their success. The committee is looking to increase attendance reporting in dual credit classes and explore ways to enhance faculty-student contact beyond class, as students desire more engagement, especially in career planning. To support this, they plan to invite Career Services to join the committee. The next meeting is November 7, open to all.

Following Chef Christopher Clem announcement about bylaw changes, the committee is formally proposing to update the Academic Support Senate bylaws. A motion to change the bylaws was made by Ms. Selma Mehmedagic and seconded by Ms. Mary Casey-Incardone. The chair opened the floor for discussion and began preparing to share the proposed bylaw changes with the Senate members

The committee revised the bylaws to consolidate multiple faculty categories into one large group of full-time faculties increasing membership from 7 to up to 14 to allow more faculty involvement in student success efforts. They maintained an adjunct position and added a new student representative. For administration, they reduced representatives from two to one due to low participation and the departure of a dean, aiming to make it easier to maintain quorum and conduct business.

She opened the floor for any questions for Chef Christopher Clem, then called for a vote. After confirming a two-thirds majority, she declared the bylaw changes approved.

E. **Campus Quality-** Mr. Alec Lisec reported the following:

The committee met on September 17 and October 15, with quorum both times. Ms. Tracy Wright joined; still seeking members from Health Careers/Public Service and a student representative.

Events & Initiatives:

- **Fall Fest:** 231 milkweed packets distributed.
- **Upcoming Events:** Tree walk, environmental law discussion (Nov 20), recycling education (week of Nov 15), plastic bag donation drive, and tree planting (date TBD).

Campus Issues:

- Investigating symptoms (nausea, headaches) in G-Building offices.
- Ongoing odor issues in women's bathrooms (G, F, and D buildings).
- Removed homelessness support item from agenda due to updated Student Services handout.

New Proposals:

- **Anonymous Feedback:** Physical drop boxes and an online form for campus suggestions.
- **Family Restroom:** Proposal to convert an existing B Building restroom into a single-use, accessible family restroom with a changing station—potential FY27 budget item.
- **Bilingual Signage:** Exploring adding translations (e.g., Spanish, Polish) to signs.
- **Parking Lot 7:** Proposal for faculty/staff-only use raised equity and enforcement concerns; likely dropped.
- **Safety Improvement:** Visibility issue at Main St. and Perimeter Dr. addressed by relocating a sign.
- **Outdoor Seating:** Proposal to add shaded picnic tables on campus mounds; one may be included in the FY27 budget.

Bylaws:

Ms Beth Dunn asked for a motion to change the Campus Quality bylaws. Chef Christopher Clem made the motion, and Ms. Rebecca Fournier seconded. She opened the floor for discussion.

Mr. Alec Lisec explained that the committee’s mission statement remained unchanged, and the bylaw revisions focused on membership and procedures. Key changes included:

- Membership Range: Set at 7 to 14 full-time faculty, ensuring a faculty majority (e.g., 7 members + chair = 8).

- Quorum Definition: Now defined as a majority of voting members present (e.g., 9 out of 16 members).
- Voting Procedures:
    - Only agenda items can be formally acted on.
    - Only members present may vote.
    - A majority of those present is needed to approve actions.

Overall, the updates clarified procedural rules and formalized committee structure.

Senate chair, Beth Dunn opened the floor for any questions for Mr. Alec Lisec, then called for a vote. After confirming a two-thirds majority, she declared the bylaw changes approved.

Ms. Roseanne Feltman expressed serious health concerns about the cell towers located near the football field, citing potential risks to student athletes. She shared that her own family experienced health issues due to proximity to a cell tower and noted that the symptoms aligned with findings from over a decade of scientific studies on cell tower radiation. She asked Mr. Lisec to attach a related document to the committee minutes and wanted to raise awareness about the issue.

F. Professional Development- Ms. Gail Krahenbuhl shared the following:

The committee did not meet in September because they had already met in August. Instead, they conducted business via email. They reaffirmed committee membership and formed three working subcommittees focused on:

1. Teaching and Learning Day
2. Adjunct Faculty Nominations
3. Full-Time Faculty Nominations

At least two of the subcommittees are scheduled to meet this month, with the third likely as well. The committee is now focused on moving forward with this work.

G. Assessment- Ms. Beth Dunn reported on behalf of Mr. Larry Manno the following:

The Assessment Committee met on September 18 and October 16, 2024. Key achievements included 100% completion of Gen Ed and program-level assessments, with over 1,000 Gen Ed artifacts and 4,345 course-level artifacts assessed which is a record high. Over 30 faculty participated in the gen ed assessment. Challenges included the complexity of the Watermark platform and clarity of rubrics. The committee updated the assessment handbook, set a consolidated due date of October 31 for plans and tools, and began using Microsoft Forms, which faculty have responded to positively. A new form was added requiring action plans based on assessment results, to be developed the following year and reassessed in the next cycle. Action plans for the course outcomes assessed in the 2024–25 cycle are due November 19. The committee is also revising the communication rubric, the Gen Ed outcome to be assessed in the 2025/2026 academic year.

Dr. Leslie Wester asked for clarification about the action plan process, noting confusion. They wanted to confirm whether action plans are a new, separate requirement in addition to assessment plans, and asked who is responsible for creating them. They acknowledged the report was being given by a proxy but were seeking a clearer understanding of the overall process and expectations.

Ms. Beth Dunn clarified that, to their understanding, departments (like Math) are responsible for creating both assessment tools/plans and action plans. The assessment tools and plans (which outline how outcomes will be assessed) are due by October 31 and are typically are developed collaboratively within departments. The action plans are part of the report which is entered in May. The action report is completed collaboratively within the department. These are usually discussed in department meetings or by faculty groups teaching the same courses. Ms. Dunn invited Ms. Mary Casey for further clarification.

Ms. Mary Casey confirmed Beth Dunn's explanation, stating that assessment and action planning are now a shared responsibility of the entire department, not just one individual or the department chair.

Dr. Leslie Wester confirmed her understanding that in the Math Department, both the assessment plans and action plans are created collaboratively by the department, not by a single individual. She also noted that each department decides its own process, especially since no individual is now compensated specifically for creating these plans. She asked for confirmation that her understanding was correct.

Dean Bartley clarified that Ms. Beth Dunn's explanation is correct, the department as a whole ***is*** *responsible for creating and submitting action plans, though they can choose to assign it to one person if they prefer. Action plans were originally submitted through Watermark but have now transitioned to Microsoft Forms to make the submission process easier. The content remains the same; only the submission method has changed.*

Ms. Christina Garcia explained that the action plan has always been part of the assessment plan specifically the "closing the loop" process, where faculty reflect on what worked well and what needs improvement in course or program learning outcomes. For the 2024–25 cycle, they collaborated with deans and Dr. DeVol to develop more strategic questions aimed at identifying faculty needs and technology supports to improve the assessment process. The new action plans include four questions for outcomes met and five questions for outcomes not met to guide this reflection.

H. Online Education and Technology- Dr. Saadia Khan shared the following:

The Committee met on October 3. During the meeting, they voted to adopt the updated 2025 Blackboard Exemplary Course Rubric for use in spring 2026 for reviewing online and hybrid courses. This new rubric is more streamlined, removes **r**edundancies, and includes updated accessibility guidelines. She emphasized that the changes are not major just improvements in structure and clarity so a Senate vote is not required. A comparison document between the 2023 and 2025 rubrics is available for review.

The committee also discussed the definition of hybrid courses, particularly for new biosciences courses that don't fit Triton's traditional hybrid model but meet state requirements for online and in-person hours. The committee had no objections to these.

They also reviewed how hybrid and online Blackboard course shells are assigned to adjuncts and new faculty, in coordination with Mr. Humberto Espino.

Additionally, they proposed bylaw and membership updates, including formally incorporating the Peer Review Committee which had previously been unofficially under OETC into the bylaws. This inclusion is aimed at recruiting more peer reviewers to support course evaluations. Dr. Saadia Khan concluded her report by welcoming questions before moving on to the bylaw change discussion.

The main bylaw updates include requiring committee members be qualified to teach online according to Triton College requirements or hold an external professional Online Teaching Certification, b) have experience teaching online or hybrid courses, or have experience developing online or hybrid courses. Members should also engage in professional development at least every 18 months, which can include internal or external PD to keep updated on distance learning.

Membership structure was made more flexible to allow more active participants to become voting members. The committee now consists of 10 to 15 members, with a maximum of three voting staff or admin members, aiming for diverse representation across departments like Arts and Sciences, Business and Technology, Health and Public Services, Library, and Counseling.

Additionally, the Office of Distance Learning now has representation by either Ms. Kristina Hansen or Ms. Nicole Zumpano. Quorum remains a majority of members.

The peer review committee bylaws were also introduced to formalize the peer review process, which involves intensive, short-term reviews of online and hybrid courses during fall and spring semesters. They hope posting these bylaws on the Senate page will help recruit more reviewers.

Ms. Beth Dunn stated that when she uploads the bylaws to the website, she will remove all mentions of committee members' names. Only the bylaws themselves will be posted, not the members or meeting dates, as she doesn't always have access to update that information on the website.

Chef Christopher Clem asked whether it is a formal rule or just a convention that the committee chair only votes to break a tie, noting that the bylaws mention a specific voting number.

Ms. Beth Dunn responded that it's not unusual; the Senate's bylaws specify that the chair only votes in the event of a tie.

Ms. Beth Dunn requested a motion and second to approve changes to the OETC committee bylaws, with Ms. Gail Krahenbuhl making the motion and Ms. Mary Casey-Incardone seconded.

Ms. Beth Dunn called for a vote on the bylaw changes for the OETC Committee and its peer review subcommittee, asking members to raise their hands if in favor or opposed. Ms. Beth Dunn announced that the bylaw changes passed and thanked everyone for their hard work. She mentioned she'll update the Senate bylaws on the website, removing names and meeting times for privacy.

I. **AI Education and Policy Committee:** Ms. Rebecca Fournier shared the following:

The AI Education and Information Committee (nicknamed the AI Epic) met on September 18 and October 16. Their first meeting was a meet-and-greet and they identified four main initiatives to work on through April 2026:

1. Educating faculty on AI with options and assignments, including creating an AI toolkit with major platforms and sample assignments.
2. Planning a full-day student summit in April, featuring different schools and departments with surveys and interactive activities.
3. Developing an AI ambassador program through the Center for Teaching Excellence (CTE) to encourage faculty use of AI and provide recognition.
4. Creating a basic AI course through the CTE for the spring semester.

The committee meets monthly on the third Thursday at 3:30 PM via Collaborate.

V. **Operational Assembly:** Ms. Hilary Meyer shared the following:

The committee meets once a month on Monday at 2:30 PM in the library, with full agendas and minutes available online and open meetings for all. Key updates include:

- Spring registration is open and progressing well.
- Upcoming HR open enrollment and mandatory sexual harassment prevention training.
- Celebration of Italian Heritage Month on October 29.
- Congratulations to Mr. Paul Martinez on his upcoming poetry book.
- Fall semester schedule development and transitional English high school visits by Arts and Sciences.
- Introduction of new admissions director Mr. Alejandro Mendoza.
- Recent mental health symposium and workshops on accommodations and academic planning.
- Approval of Operational Assembly goals aligned with the strategic plan for student success, focusing on lowering barriers to completion, aligning credit and non-credit application processes, and supporting infrastructure upgrades and compliance.

Ms. Hilary Meyer encouraged people to visit the website for more details and offered to answer any questions.

VI. NEW BUSINESS

A. Announcements:

Chair, Beth Dunn, thanked all of the committees for their hard work.

The next meeting of Academic Senate is Tuesday, November 11 at 2:30 on Collaborate.

VII. ADJOURNMENT

Motion adjourned by Ms. Rebecca Fournier and seconded by Mr. Calvin Washington. Motion carried. Ms. Beth Dunn adjourned the meeting at **4:02 p.m.**

Respectfully submitted by: *Casandra Ramirez*

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Casandra Ramirez

Beth Ann Dunn

Minutes approved: ____

Beth A. Dunn