

ACADEMIC SENATE REPORT

November 11, 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, Heather Amwoza, Mary Casey-Incardone, Christopher Clem, Elizabeth Collins, Rob Connor, Beth Dunn, Rebecca Fournier, Roseanne Feltman, Joyce Fritz, Mohsin Habeeb, Ruth Hallongren, Dmytriy Havrylak, Saadia Khan, Gail Krahenbuhl, Alec Lisec, Larry Manno, Selma Mehmedagic, Julianne Murphy, Antigone Sharris, Salvatore Siriano, Calvin Washington

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

Non-Voting Members: Jason Lemberg, Hilary Meyer

Guests: Tatiana Castaneda, Purva DeVol, Humberto Espino, Christina Garcia, Rachel Hindery Lisa Huff, Denise Jones, Brenda Jones-Watkins, Justyna Kohtz, Jodi Koslow Martin, Shekinah Lawrence, Mary-Rita Moore, Lena Musa, Ty Perkins, Casandra Ramirez, Gretchen Reyes, Susan Rohde, Mel Seaton, Kurian Tharakunnel, Shelley Tiwari, Michael Thunberg, Nicole Zumpano

III. **APPROVAL OF MINUTES:**

Ms. Beth Dunn asked for a motion to approve the minutes of the **October 21, 2025**, Academic Senate meeting. Mr. Dennis McNamara made a motion to approve, seconded by Ms. Rebecca Fournier. Motion carried.

IV. **COMMITTEE REPORTS:**

A. **College Curriculum:** Dr. Julianne Murphy shared the following:

The Curriculum Committee met on November 6. Nine curriculum programs were presented for potential withdrawal—five in Horticulture, two in Hospitality Industry Administration (HIA), one in Architecture, and one in Computer Information Systems (CIS). A study committee was formed to review the rationale provided by the dean and department chair, with recommendations and a vote on withdrawal expected in December.

Three curriculum items were voted on in the November meeting:

1. **CJA 181 – Juvenile Delinquency and Law:** Updated course description, learning outcomes, assessment, and textbook (minor changes).
2. **ACC 200 – Microsoft Excel for Accounting and Business:** Minor adjustments to learning outcomes and general education outcomes.
3. **C436A – Sport Management Certificate:** Added *HTH 221* as an elective option.

These three items were approved by the Curriculum Committee and were presented to the Senate for a vote.

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Ms. Beth Dunn asked for a motion to approve the College Curriculum report, Ms. Selma Mehmedagic made a motion to approve curriculum and seconded by Chef Christopher Clem. Motion carried.

Dr. Julianne also shared: Summary of Additional Curriculum Committee Updates:

1. Dates and Deadlines:

- Spring curriculum dates and deadlines are now posted on the portal.
- The next submission deadline is January 12 for the February meeting.
- One more Curriculum Committee meeting will be held this fall on December 4, but the submission deadline for that meeting has already passed.
- Curriculum submissions are ongoing and can be sent to the Curriculum Office for the next available meeting.

2. New Curriculum Software Platform:

- The committee is reviewing options for adding notes or guidance to program maps in the new curriculum software.
- These notes would be optional for departments and could include messages like:
 - “Map is suggested and can be customized.”
 - “Please contact your academic advisor.”
 - “Courses must be taken in exact order.”
 - “Gen Ed courses should be taken early.”
 - “This program can transfer to four-year universities.”
- The goal is to make program maps clearer for students, especially regarding sequencing and transferability.
- A final decision on these options is expected at the December meeting.

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

Ms. Feltman reported that her committee met at 2:00 p.m. and discussed two main issues:

1. Attendance Challenges:

- The committee has been struggling with inconsistent attendance.
- A recent meeting had to be rescheduled due to a holiday, and several members who confirmed availability later missed the meeting because of new scheduling conflicts.
- This revolving attendance has made meetings less productive, similar to how student absences affect class progress.
- To address this, the committee plans to send Outlook calendar invites to prevent overlapping meetings and improve consistency.

2. Forgiveness Policy Progress:

- The committee continues to work on developing a forgiveness policy.
- Ms. Feltman shared feedback from the last Senate meeting, and a few details still need to be finalized.
- Key members were absent from the last meeting, so final discussions are postponed until the next meeting when all necessary participants can attend.

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Ms. Feltman noted that her committee is currently short two faculty members. While some committees have an abundance of members and are revising their bylaws to accommodate more participants, hers is facing a shortage.

She emphasized the need to recruit two additional faculty members to ensure the committee remains faculty-led, as administrative attendance has been strong but faculty representation is currently limited. The goal is to strengthen the faculty voice within the committee's discussions and decisions.

Ms. Dunn mentioned that she may know of someone interested in joining a committee. The individual had asked to join Ms. Gail Krahenbuhl committee, which is already full, Ms. Dunn will forward their information to Ms. Feltman, who can personally invite them to join her committee.

She also clarified that no committees have changed their bylaws to allow unlimited membership, each committee still has a set maximum number of members.

Ms. Krahenbuhl suggested that the Senate should periodically review its committee structure to ensure it remains relevant and effective. She noted that while many committees have existed for a long time, it may be valuable to reassess which committees are still needed, whether any could be consolidated, and if new committees like the recently formed AI Committee should be created to address emerging needs. Her main point was that committees should remain dynamic, purposeful, and impactful, and she recommended a formal review or study of the current committee system.

Ms. Dunn thanked Ms. Krahenbuhl for her points and said they would discuss them later under New Business, after finishing the committee reports.

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

Ms. Mary Casey-Incardone wished everyone a Happy Veterans Day and reported that the Student Development Committee has not yet met for November. Their next meeting is scheduled for Friday, November 14, from 1–2 p.m. on Blackboard.

She also noted that a few people expressed interest in joining the committee, one confirmed they want to join, and another asked about meeting times. She asked whether she should direct them to Ms. Dunn if their availability doesn't align with the current schedule.

Recent and upcoming Student Development Committee activities:

- **October Trivia Event:**
 - Hosted in the cafeteria with about 25 student teams participating.
 - Event was successful and well-attended by students, staff, and administrators.
 - Faculty helped with technical issues, and prizes were donated.
- **Upcoming Lunch & Conversation (November 18, 12–1 p.m., cafeteria):**
 - Informal event for students to engage with faculty, staff, and administrators.

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- Attendees can bring, buy, or be provided a lunch (limited lunches provided for students without one).
- Conversation starters will be available to encourage interaction.
- Goal: Enhance student engagement, improve persistence and retention, and build connections between students and faculty/staff.
- Faculty, staff, and administrators are encouraged to participate even briefly.

She noted she will provide an update with photos at the next Senate meeting.

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

The committee focused on student support and grade tracking:

- **Disability-Related Absences (CAAS):** Ms. Dominique Dial clarified that students with accommodations may have excused absences, but faculty can still enforce attendance policies. CAAS may notify faculty proactively.
- **Student Support and Attendance Data:** Mr. Jason Lemberg shared that emails to students with excessive absences get 50% responses; about 25% cite life challenges, highlighting the need for support.
- **Grade Tracking Pilot:** Students want weekly grade updates in Blackboard. Faculty already doing this can volunteer for a pilot in spring to improve engagement and sense of belonging.
- **Next Meeting:** December 5, in E205 and via Collaborate.

Via Chair, Christopher Clem, Mr. Jason Lemberg requested Senate volunteers to participate in a new pilot student support project. Noting that most students are 18–23 years old and are accustomed to having real-time access to their course data and grades from high school. Students expressed that having similar access in college would help smooth the transition. One suggested way to support this is by recording attendance and grades in Blackboard.

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

The committee hasn't met since the last update.

Next meeting: Wednesday, November 19, at 3:00 PM via Collaborate.

New member: Ms. Susan Rohde (Anatomy)

Open positions: Three full-time faculty spots remain to reach the maximum of 14 members.

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

The committee met on October 22 and focused on membership issues, resolving long-standing concerns about documenting long-term members correctly.

Subcommittees are driving current work:

- **Teaching and Learning Day:** Invitations sent, agenda created, and logistics nearly finalized.
- **Outstanding and Full-Time Faculty Nominations:** Subcommittee met; flyers for campus-wide nominations are planned to be distributed soon.

Overall, the committee is actively handling business and progressing on key initiatives.

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G. Assessment- Mr. Larry Manno shared the following:

The Assessment Committee has not met. The next meeting: Thursday, November 20.

- **Assessment Plans Update (due October 31):**
- **Arts & Sciences:** 55% of courses and 64% of degrees/certificates submitted.
- **Business & Technology:** 61% of courses and 85% of degrees/certificates submitted.
- **Continuing Education:** 100% of courses and 33% of degrees submitted.
- **Health & Public Services:** 84% of courses and 95% of programs/certificates submitted.

Work is ongoing to help faculty complete outstanding assessments; contact Mr. Larry Manno or Ms. Christina Garcia for assistance.

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

The OETC Committee met on November 7.

Key Points:

- Updated bylaws discussed.
- Finalized topic and format for the Spring 2026 Teaching and Learning Day session, ensuring relevance for both online and on-campus faculty. Volunteers from OETC will help organize.
- Peer Review Committee updates: Discussed onboarding new members and handling semesters when a peer reviewer has no courses assigned. Union confirmed that it's acceptable if a member does not review courses in a given semester.

Next Meeting: December 5, last of the semester.

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

The AI Education and Policy Committee has not met since the last Senate meeting but will meet next week.

Key updates include:

- The committee presented its goals to the Business Advisory Council, successfully establishing that connection.
- The ad hoc AI Toolkit Committee is progressing. Funding for the toolkit is being arranged, and the group is evaluating different platforms.
- Work has begun on modules and question development for the AI Ambassador Program, which is expected to take another semester to complete.

More detailed updates will be available after the next committee meeting.

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

Academic Affairs:

- Automotive faculty represented Triton at an EV showcase.
- Adult Ed spotlighted a student who earned a high school diploma and enrolled at Triton in physics.
- Continuing Ed programs (PEPA academies, FET, PACE Bus) expanding offerings and cohorts.
- Child Development Center increased capacity and strengthened student practicum integration.
- Health Careers: Nursing schedules released earlier; Cosmetology held first advisory meeting; CNA enrollment expansion discussions ongoing.

Student Affairs:

- Spring registration is up over 50% year-over-year.
- Testing Center preparing for finals and NCTA recertification.
- Triumph and Surge programs offering upcoming student opportunities.
- Advising team hosting walk-ins and holiday registration support.
- Dean of Students sharing student support resources and leading a campus food drive through Dec 1.
- FAFSA Family Night with Spanish-speaking support offered.

Technology & Campus Updates:

- Modern campus website redevelopment progressing toward next-year launch.
- Barracuda phishing test conducted for employees, with student input.
- Midterm grading notifications automated.

DEI & Guided Pathways:

- Planning for Black History Month; outreach encouraged.
- Jason Lemberg shared student demographic snapshot; extended discussion at College Council upcoming.

Research & Facilities:

- Preparing spring enrollment reports.
- Athletics: men's soccer regional finals, women's volleyball postseason, men's basketball preseason rank 12th.
- Track repairs and restriping scheduled Feb–Mar.

Budget Reminder:

- Cost center budgets due to deans/admins by Monday.

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VI. NEW BUSINESS

A. Announcements:

Senate Bylaws Update:

- Bylaws have been updated and now match the information on Triton's public website.
- Only committee chairs are listed publicly to ensure accurate contact info; full membership lists were removed due to frequent changes.
- Committee meeting times are left on the website if accurate; chairs should ensure their info is up to date.

Website Transition:

- The Senate website will move to a new provider in the spring, so further changes will likely wait until then.
- Goal is consistency between the Senate page and Triton's main site.

Committee Minutes:

- Chairs are reminded to keep committee minutes.
- Discussion needed on where minutes should be housed: either under department pages or centrally on the website.
- Consideration of whether minutes should be public-facing, since currently they could be accessed by anyone on Triton's website.

Ms. Mary Casey-Incardone suggested that committee minutes be sent to Ms. Beth Dunn and accessed only upon request, rather than being fully public. She noted that while some committees, like Student Development, may not have sensitive information, other committees may discuss updates or matters that are not finalized, so controlling access would protect potentially sensitive content.

Ms. Beth Dunn stated that starting in the spring semester, committees will be able to upload their meeting minutes to the portal. These minutes will be accessible to the Triton community but not to the general public.

Ms. Beth Dunn also reported that the work on the Bylaws has reminded her of the Senate's purpose:

The Senate is an advisory body. The Senate generates proposals as well as considers and evaluates recommendations. Its focus is on building consensus on issues related to teaching and learning. With this in mind, some faculty approached Dunn about the current course cancellation policy. She asked the Senators to take this topic back to the areas they represent. She would like the senators to report back with specific challenges, successes, anecdotes related to the current policy. The current policy is that a class that is below 55% capacity one week before the start of a semester is cancelled.

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Action Items:

- Report any website errors.
- Keep committee meeting info accurate.
- Gather information regarding the course cancellation policy

Ms. Mary-Casey Incardone reminded everyone of the “Lunch and Conversation” will be held next Tuesday from Noon to 1 p.m. in the cafeteria.

Ms. Roseanne Feltman suggested that the college has untapped potential in partnering with high schools. She proposed offering online college courses to high school seniors, allowing them to earn both high school and college credit during study hall. She believes a dedicated committee should focus solely on developing and managing these high school partnerships, as it could benefit students and potentially generate revenue for the schools. She expressed uncertainty about whether the academic senate is the right forum for this idea but emphasized her interest in seeing such a committee formed.

Ms. Beth Dunn stated she supports the idea of high school students taking online college courses, noting she already runs dual credit classes both on-campus and at high schools. She emphasized the importance of giving students exposure to online courses and offering summer courses to increase participation. She suggested collaboration between committees to make recommendations for the new dean of the Early College department, noting that without such efforts, both the college and students are missing opportunities.

Dr. Julianne Murphy suggested offering summer courses to increase participation and recommended that committees collaborate to provide guidance to the new dean of the Early College department, noting that without such efforts, both students and the college miss valuable opportunities.

Dean Bartley echoed Dr. Murphy’s points and suggested discussing the topic with Mr. Brandon Marks, the interim dean of Early College, who is already doing significant work connecting with high schools. She recommended possibly having him present to a committee to explore connections, rather than immediately creating a new committee, noting that coordination with the Academic Senate could help support existing Early College efforts.

AVP Paul Jensen noted that the college has one of the largest Early College programs in the state and is currently hiring a new Early College dean. He highlighted recent evaluations of the program’s effectiveness in creating high school-to-college pathways and supported the idea of inviting Early College to present to the Senate. He agreed that while the program is largely driven by high school requests, there is potential to expand opportunities, including the kinds of initiatives Ms. Roseanne Feltman suggested.

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VII. ADJOURNMENT

Motion adjourned by Mr. Rob Connor and seconded by Ms. Selma Mehmedagic. Motion carried. Ms. Beth Dunn adjourned the meeting at 3:39 p.m.

Respectfully submitted by:

Cassandra Ramirez

Cassandra Ramirez

Beth Ann Dunn 11/12/25

Minutes approved:

Beth A. Dunn