

CALL TO ORDER

Ms. Moore called College Council to session at 2:02 p.m.

ATTENDEES

Present: Maria Correa, Kay Frey, Pamela Perry, Elizabeth Quan Kiu Vazquez, Hector Zavala, Mary-Rita Moore, Dr. Quincy Martin, Dr. Chuck Bohleke, Laura Arce, Kevin Kennedy, Debbie Baness-King, Humberto Espino, Dr. Michael Flaherty

Absent: Theodore Oronsaye, Sam Tolia, Thomas Olson

Others Present: Hanan Merheb, Claire Basile, Garrick Abezetian, Jean Dugo, Shannon Blameuser, Virginia Cabasa-Hess, Sacella Smith, Monica Lopez, Joe Klinger, Dr. Kurian Tharakunnel, Raquel Monge, Brenda Jones Watkins, Debra Baker, Evan Brown, Shelley Tiwari, Jacqueline Lynch

Mary-Rita Moore welcomed the new adjunct representative, Elizabeth Quan Kiu Vazquez to the Council and indicated that she was looking forward to her input and involvement.

APPROVAL OF MINUTES

Ms. Moore informed the Council that a correction to the minutes of August 29th was needed under the Hot Topics section. Minutes currently stated that she requested follow-up on the hot topic by Kevin Kennedy, but Ms. Moore indicated that Dr. Quincy Martin should be involved in that follow-up as well. Dr. Martin made a motion to approve the minutes of the July 11th Retreat, seconded by Dr. Bohleke. The minutes were approved unanimously by voice vote.

HOT TOPICS

Dr. Michael Flaherty wanted to follow-up on the hot topic from last month. He informed the Council that staff in Mr. Kennedy's area went into the system to run some tests and determine what might be the cause of students being placed in incorrect courses. He indicated that every instance, the system was overridden, so prompts that the system gives regarding prerequisites and incorrect courses, were ignored. Dr. Flaherty that the justifications behind overriding the system would probably be another hot topic at a later time. He stated that is definitely something that requires additional conversation, but it has been determined that there are no errors within Colleague allowing these incorrect placements.

Ms. Moore stated that she met with Mr. Kennedy and Dr. Martin last week to receive an update regarding this item and how we could strengthen this process. She indicated that they did discuss and it is a work in process but they are looking to see what areas might need to be improved in regards to training and the authorization of which individuals can conduct these sort of transactions. Ms. Moore stated that she will continue to update the Council on all progress.

Ms. Moore asked the audience if anyone had a hot topic to bring forth to the Council. There were no hot topics submitted by audience members.

OPERATIONAL ASSEMBLY

Dr. Martin indicated that the first Operational Assembly meeting of the academic year was held last month. The group reviewed the Operational Assembly structure, expectations and began to define some goals. In addition Pamela Perry came and discussed the HLC Assurance Argument. For the upcoming meeting, the group will be finalizing the goals and - as a part of the collaborative efforts with the Academic Senate – the Quality of Life Committee recommended a change on the institution-wide email policy. Also, there will be some discussion on Title IX for students and employees, led by Joe Klinger and Corey Williams.

ACADEMIC SENATE

Dr. Flaherty announced that the first Academic Senate meeting of the academic year was also held last month, and it was not as brief as September meetings generally are since most committees have nothing to report after summer break, so Dr. Flaherty did encourage committees to keep their monthly reports to a brief minimum. Some highlights include the College Curriculum Committee announced that the Smart Catalog Curriculum Online System is being purchased for all forms and will go live in 2017. Dr. Flaherty also mentioned that Mary Ann Tobin, former Director of Teaching and Learning, had resigned and that position is not being filled at this time, which has a strong implications for the Curriculum Committee since she worked a lot with the chairs and coordinators on their curriculum. The group is anticipating that this means more responsibility will fall on the chairs, coordinators and deans as well as the subcommittee members that go through the curriculum so Dr. Flaherty just reminded all that the process may take a bit longer than it did in the past. The Academic Support Committee went through the Retention Alert – the new plan that triggers recommendations for one-on-one tutoring for certain students. As already stated by Dr. Martin, Dr. Flaherty informed the Council that the Quality of Life Committee discussed the possibility of a campus-wide email policy which would highlight that everyone on campus needs to have and use a Triton email. The Senate will be voting on whether or not to recommend that policy change to the President at the October meeting. Dr. Flaherty stated he has received positive feedback thus far. Dr. Flaherty announced that all assessments are due on September 15. Also, the Technical and Distance Education Committee reported there will be 12 new smart classrooms. Finally, the group did have some discussions on how the Senate and different employee groups – particularly faculty – can contribute to the HLC Assurance Argument and perhaps come up with a shared governance definition that everyone can agree with.

Ms. Moore clarified that there had been a search conducted for the Director of Teaching and Learning position that was previously held by Mary Ann Tobin. No suitable candidates were identified so the responsibilities of that position have been assigned amongst three current administrators and the position is currently being reviewed by Vice President of Academic

Affairs, Debra Baker, who will make a recommendation to the President on how to proceed. This position is currently listed as vacant.

OLD BUSINESS

COMMUNICATION GOAL UPDATE

Dr. Deborah Baness-King passed around a flyer with information on “Coffee & Conversation” – a series of scheduled times for members of the campus community to come together and discuss the institution’s strengths and challenges in an effort to prepare for the HLC Assurance Argument. Dr. Baness-King indicated that the work group met just after the last Council meeting and discussed creating this platform and held the first “Coffee & Conversation” last week. There was some turnout, but still room to grow participation. She encouraged Council members to encourage their employees and coworkers to attend these sessions. All are welcome to attend and can come to as many sessions as they’d like. Also, there is an option to write feedback and drop it in a box if anyone would like to remain anonymous. Ms. Perry informed the Council that she had received some feedback as she was visiting various forums and committee meetings across campus, which it would be nice to have some evening sessions for adjunct faculty and employees that work in the evening. Ms. Perry has identified some dates with later times and that information will be added to marketing materials, plasmas, Triton Today, etc. Also, they plan on distributing paper flyers to some targeted groups as well. Dr. Martin asked how important student feedback is in this process of gathering info for the Assurance Argument. Ms. Perry did acknowledge that this is important and she had begun to discuss ways to incorporate students into the process next semester with Dean Corey Williams. Ms. Moore added that she had some events with students lined up for this semester and could also include this in her conversation with them and encourage their participation. Humberto Espino asked for the dates for the sessions that will be in the evening. Ms. Perry indicated she would send the information out via the list serv. Dr. Baness-King also informed the Council that the work group also discussed an online platform to improve communication, and are currently looking at different tools for online communication and sharing information and will keep the Council informed. She added if anyone had any suggestions to please contact the work group and they will look into them.

SHARED GOVERNANCE GOAL UPDATE

Kay Frey informed the Council that the work group in charge of the shared governance goal update had met and made some revisions to the purpose statement and are also exploring some changes to the membership. Their next meeting is Friday, September 30th, 2016 and they hope to have some recommendations to provide to the Council during the November meeting.

HLC ASSURANCE ARGUMENT – CRITERION 3 & 4

Ms. Perry informed the Council that both Criterion 3 & 4 (attached) are both pertaining to teaching and learning. In terms of feedback, she is hoping to hear from Council members if there is something that the institution is not currently doing, she’d want to know so she can remove that from the outline. In addition, she would like to know if there are current programs or

initiatives that are happening at the institution that she hadn't mentioned in the outline, so that could be added. Also, in regards to teaching and learning, what are the institution's strengths and where do we need to improve. Ms. Perry stated if Council members felt more comfortable sharing the feedback via email, she would be happy to receive it that way as well. Dr. Martin stated that under core component 3.B, he would like to mention the integration of student learning outcomes through student affairs, for assessment, since those are all things created in student affairs that are being implemented currently. Ms. Perry stated that she had placed that in the outline for Criterion 4 because it relates to assessment, but asked Dr. Martin if he felt it should also be highlighted in Criterion 3. Dr. Martin confirmed that he believes it should be highlighted in both since it pertains to both student learning and assessment, so it is worth the double mention. Maria Correa stated that in the past all the computers that were used across campus were for faculty teaching Word, Excel and other Microsoft programs, but now more than ever faculty are using computers in more innovative fashion such in math problem solving, lab research, and other subject matters and she thinks that is something that would be notable to add to the outline. Dr. Chuck Bohleke stated he thought the institution also made major improvements in the dual credit area by making sure we document how instructors are credentialed, making sure there are human resources files on each participating instructor and making sure they are treated as adjuncts. Mr. Espino stated that the Technical and Distance Education Committee being included formally into the Academic Senate and being more prominent as an integral part of student learning should also be mentioned. Ms. Perry asked specifically to hear people's thoughts on the assessment piece of the outline, indicating that she personally felt she has seen a lot of improvement and growth as an institution in this area. Dr. Flaherty stated that he felt the institution is doing a lot better but there is still quite a bit of room for growth. Dr. Martin stated he saw it differently – that the assessment referred to in criterion 4 is related to teaching and learning, and he feels one of the institution's strengths is listed in core component 4.B. Dr. Flaherty stated that HLC definitely wants more assessment than just academics, but he agrees there has been improvement in both quality and quantity. Ms. Perry stated that this criterion does relate directly to teaching and learning, but yes, the HLC is looking for assessments across the board at the institution. Dr. Bohleke stated that he agrees with Dr. Martin that the institution has made significant strides in assessment of teaching and learning but some more work is needed when it comes to closing the loop and how faculty are taking the data that comes from these assessments and incorporating it back into the classroom. He stressed that assessment is for improvement, to do things better than they've been done in the past. Dr. Baness-King stated that under the retention piece mentioned in core component 4.C, the SEM committee also had a retention team that had put together a retention plan after aligning the SEM committee with the strategic plan, and she felt that should be reflected in the outline. Also, she mentioned that all the work that has been going on with high enrollment, low success courses, led by Kevin Li, to identify retention plans, could also be highlighted. Areas where the institution has closed the loop should be highlighted. Dr. Flaherty noted that actually having full-time staff in dual credit is a success that should be highlighted as well. Ms. Moore states that one challenge that she has identified just through this conversation is the institution's ability to articulate the assessment, where we are as an institution, where we've come from and

where we hope to end up. She encouraged department members, division members, and administrators to get comfortable discussing the assessment process and challenges as well as successes. Dr. Bohleke stated that he felt the adoption of the TK20 system for assessment, will help us better analyze longitudinal data and will allow us to better see progress in areas to see if we are moving in the right direction and also provide greater transparency. Ms. Moore stated that while she does think TK20 will be helpful and is a benefit, she doesn't think that is the ultimate answer. She reinforced the need for the institution to be able to talk about assessment and its effect on our students.

NEW BUSINESS

FY 18 BUDGET TIMELINE

Garrick Abezetian began by announcing that on the September 27th Board of Trustees Meeting agenda, there is an item for the approval of the FY 17 budget. This means that FY 18 budget process will now begin. He presented the Council with a draft timeline (attached). He acknowledged that the institution is still facing the state of Illinois budget crisis. He did indicate that if the institution does not receive state funding for FY 18 there will be serious implications. Ms. Moore wanted to highlight for the Council that last year's budget process made it clear that the institution needed to start earlier than what has been done in the past. So this timeline shows that the FY 18 budget process will start immediately after the FY 17 budget is approved by the Board of Trustees. She also noted that the executive team would be sending out some guidelines for budget presentations before cost center managers begin to work on preparations for these presentations.

NEXT MEETING

October 24, 2016 at 2pm in B204/210.

OTHER

None.

ADJOURNMENT

Ms. Moore adjourned College Council at 2:57 p.m.

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