

CALL TO ORDER

Ms. Moore called College Council to session at 2:05 p.m.

ATTENDEES

Council Members Present: Mary-Rita Moore, Debbie Baness King, Chuck Bohleke, Kay Frey, Maria Correa, Michael Flaherty, Kevin Kennedy, Quincy Martin, Pamela Perry, Shelley Tiwari, Sam Tolia.

Absent: Theo Oronsaye, Tom Olson, Elizabeth Quan Vazquez, Humberto Espino, Hector Zavala.

Others Present: Jean Dugo, Mike Garrity, Raquel Monge, Sacella Smith, Sandra Berryhill, Corey Williams, Dr. Amanda Turner, Brenda Jones Watkins.

APPROVAL OF MINUTES

The minutes of the January 30, 2017 College Council meeting were approved unanimously by voice vote.

HOT TOPICS

-none-

OPERATIONAL ASSEMBLY

Dr. Quincy Martin reported that several committees on the Operational Assembly provided updates. He began with the Diversity Committee, stating that Pamela Perry met with the group to provide a summary on campus-wide discussions regarding the HLC Assurance Argument and some of the members will be on the criterion teams. There were also discussions on how the campus can be a safe space for students in response to recent acts involving immigration. Also, the Diversity Committee has been promoting events and activities related to Black History Month for February and Women's History Month for March. The Business & Facilities Committee continues its work on the FY 18 budget opening and are also taking advantage of the untimely warm weather to jumpstart some outdoor projects around campus. Other construction projects are progressing according to schedule. The SEM Committee met and had lively dialogue around enrollment initiatives, data and analytics, marketing and retention. The Points of Pride web pages will be examined to determine what is being looked at and how to use this information in making further decisions. Additionally, they discussed adding dynamic content to program web pages, adding visuals instead of having visitors just land on content from the catalog. Finally SEM will be sending a dual credit post card to parents this summer and looking at expanding the recruiter tool and getting retention information into the hands of faculty, especially adjunct faculty. For the Academic Affairs Committee, they currently have 15 courses in various stages of course development, and two hybrid courses under development. A certificate in central sterile processing is under development and the Office of Curriculum and Assessment is currently working on the implementation process for the new curriculum module through Smart Catalog. Lastly, for the Action Champion update, the graduating student survey was administered for Fall graduates and the response rate was about 26% and the graduating student survey report for FY 17 will be prepared after the survey is administered for spring graduates. Ms. Mary-Rita Moore

asked if the Operational Assembly had a meeting this month and when the next meeting would be. Dr. Martin responded that they met virtually for February and the next scheduled meeting would be taking place on March 29, 2017. Dr. Flaherty stated that he was pleased to hear about the Diversity Committee's efforts to establish the campus as a safe place for students affected by recent immigration laws. Ms. Moore had a question about the Operational Assembly web pages, she saw the purpose statement, but was wondering if the goals were listed on the web as well. Dr. Martin stated that those web pages have not yet been updated.

ACADEMIC SENATE

Dr. Flaherty indicated that their February meeting was fairly short but he did have a few items to report. The Academic Support Committee met and reported that a proposal is going through to the board regarding a raise for tutors based on a three-tier system of experience and they have held faculty forums to get feedback on peer mentoring and tutoring and also it was announced that Triton is seeking faculty to be trained in peer mentoring in the classroom, particularly with College Readiness faculty. The Technical Advisory and Distance Education Committee is seeking feedback from online teachers who have gone through Ion training to give expertise and advice on what should be utilized with this training. This has been approved by the President, the committee is currently working with Vice President Baker on this. Dr. Flaherty stated he has already had a faculty member in his area express interest in taking this training and believes there will be others interested as well. Also, Assessment Day will be taking place on March 3, 2017. Ms. Moore confirmed that the tutoring levels was brought to the Board of Trustees in February and was approved, in addition to other updates, such as the hourly rate scales, fixed positions and extra duty assignments. It was time for an overall update and the proposal that we work with Dean Baness-King regarding the tutors will be moving forward.

STUDENT SUCCESS

Ms. Tiwari reviewed a presentation on Student Success Data: Summit Overview and Outcomes, which was originally presented on November 2, 2015 (see attached). Dr. Chuck Bohleke stated that he thinks it critical that the institution continue to look at the data in order to determine what progress has been made towards institutional goals, and stated many goals impact Perkins measures and Perkins funding. Ms. Moore asked what the Council should continue to dialogue about regarding this information. Ms. Tiwari stated that this update was to initially inform the group but she would like the Council to think about other venues that they could take this information. Ms. Moore asked how we stay current and informed, as a campus community, and might there be opportunity to share these outcomes at in-service days, etc. She asked the Council if they felt that, as a body, there needs to be additional opportunities have dialogue. Dr. Flaherty stated that he did feel there should probably be additional opportunities, but not sure as to where, and what type of forums. He stated he wasn't sure if College Hour was that effective. He suggested condensing the material into a bullet point list for various forums, with links for more detailed information. Pamela Perry suggested a possibility of using the Coffee & Conversation model as a vehicle for additional communication about various topics, such as the Data Summit outcomes, etc. Ms. Moore stated that this provided additional food for thought

and that Ms. Tiwari can come back to the Council with some additional ideas. She also added that, when thinking about Council goals, the communication goal is one that the group could reflect on how else to support continued communication on progress in the area of student success.

OLD BUSINESS

HIGHER LEARNING COMMISSION - ASSURANCE ARGUMENT TEAMS

Ms. Moore informed the Council that the assurance argument teams have been identified and announced. Ms. Perry stated that they worked to ensure that there was a wide range of expertise on the teams that related to the challenges that were identified for the criteria, and also a variety of representation. She met with the teams in February to provide direction on how to proceed and she will keep the Council updated on progress. A deadline for all recommendations to be received from teams has been set for April 30th, 2017. Ms. Moore stated that she is appreciative of all who inquired and accepted invitations for participation on the teams and looks forward to hearing from them on the timeline that was set forth. She noted that there are also a number of Council members serving on these teams and thanked them.

COLLEGE COUNCIL COMMUNICATION GOAL

Ms. Moore stated that she presented an update to the Board of Trustees on the progress the Council had made in regards to the first goal for FY 2017 of shared governance and conducting a self-evaluation on purpose and membership. She added that this prompted her to think on the remaining goals and wanted to bring the second goal of communication before the Council to see if there should be additional conversation or engagement around other things related to this particular goal.

2. Communication

The Council will create new opportunities for engagement and dialogue with the campus community regarding matters on institutional scope, with a focus on improving institutional awareness surrounding the College's 2018 Higher Learning Commission visit.

Ms. Perry stated that she believed the transition to Blackboard is connected to this goal. She stated that currently, Blackboard usage is in a pilot mode so it is only for use by Council members but down the line, if opened up to the college community, it could definitely relate to the goal of communication. Also, it relates to the monitoring report that we have with HLC which indicates that we are to show integrated communications between our committees. Ms. Perry stated that as it relates to HLC directly, she doesn't believe the Council has done anything additional to the Coffee & Conversation sessions. Ms. Moore encouraged Council members to reflect on this goal and to bring forward their thoughts at next month's meeting. Dr. Flaherty suggested that the Council bringing this to Roseanne Feltman and the Professional Development Committee to see if they want to do something more unique in the workshop and in-service days for full time and adjunct faculty. Ms. Moore stated that Vice President Baker and Ms. Feltman are exploring opportunities in that venue as well and she would bring Dr. Flaherty's suggestions to them.

NEW BUSINESS

FY 18 BUDGET MISSION STATEMENTS AND GOALS

Ms. Moore announced that included in the meeting materials are the FY 18 mission statements and goals that have been submitted for the FY 18 budget. These are being presented to the Council to ensure the groups understanding and approval. Ms. Moore reminded the Council that during the budget hearings, the institution opened up to the campus community so they had an opportunity to hear the vision and direction of the cost center managers. She noted that this year the mission statements had very few modifications from FY 17 mission statements.

COLLEGE COUNCIL ANNUAL SURVEY

Ms. Perry stated that she included last year's annual survey into the meeting materials for the Council to review and see if they had any revisions. She added that she personally felt the survey only needed very minor tweaks and that if the survey remained mostly aligned with previous years, it is easier to tell areas of progress and growth, or overall changes. Sam Tolia agreed that the survey should remain as consistent as possible. Dr. Flaherty also agreed and stated he didn't see any major revisions. Dr. Bohleke suggested having a question to determine how effective people felt the Council was and whether or not they would be interested in joining the Council someday. Ms. Perry stated that this should be two separate questions. In regards of effectiveness, she stated it would be important to phrase that question correctly because as a group, the Council measures its effectiveness according to the accomplishment of the goals that are set each year. Dr. Flaherty stated that if the question of effectiveness is added, he would like the answer of "no opinion" to be an option. Dr. Bohleke stated that these questions would help with our communication to the campus community. Ms. Perry stated that she would work with the Research Department on some potential sample questions related to those items and post them in the Blackboard shell for comments from the group. Ms. Moore asked what the timeline is for the survey. Ms. Perry stated that typically in the past they would open the survey for three weeks because the time period tends to overlap with spring break. She suggested opening it from March 13th through the 31st or push it out a week and have it close in April. Ms. Moore said it's dependent on whether the Council feels they can communicate about this via Blackboard and close the loop or if it requires additional conversation at the March College Council meeting. She added that she doesn't have a preference. Ms. Perry stated that they can see how it goes in the discussion board and if people are in agreement, a timeline can be set within Blackboard. If not, then further discussion can take place at the March meeting. Ms. Tiwari asked if the Council felt it would be valuable to have some questions on student success. Ms. Perry stated that it may be helpful to include some questions so Ms. Tiwari could have somewhat of a baseline to help determine where the needs for additional communication are. She added, if the group decides to go that route, they need to make sure when they add questions that they don't lengthen the survey too much. If they need remove questions to balance out the length, they lose consistency. Dr. Flaherty stated that another possibility would be to create another survey. Ms. Moore asked if there were any questions or issues with distribution and collection from previous years. Ms. Perry noted that the reason they decided to have the survey open during spring break in the past was so the Council could use institutional in-service days to plug the survey, which has proven to be effective in the past.

COLLEGE COUNCIL MEMBERSHIP

Ms. Moore informed the Council that Laura Arce, the Council representative for Human Resources has resigned her position with the institution, so that seat is now vacant. Ms. Moore added that she hopes to have that vacancy filled by no later than April 2017. Also, she reminded the Council of the switch to the nomination method for Council membership and stated that as they look ahead to June 2016, there will be two employee groups utilizing this method – the mid-managers and the classified – so a process must be in place. Ms. Moore indicated she will be reaching out to Maria Correa and Kay Frey to discuss options on how they would like to proceed for upcoming vacancies. She also stated that she is open to suggestions and input from the Council regarding this process. Dr. Flaherty stated that he would be happy to work with her and others on this, as he has experience with the nomination/election process through his work with Academic Senate.

NEXT MEETING

The next College Council meeting is scheduled for March 27th, 2017 at 2 p.m. in B-204/210.

ADJOURNMENT

Ms. Moore adjourned College Council at 2:55 p.m.