

### **CALL TO ORDER**

Ms. Moore called College Council to session at 2:07 p.m.

### **ATTENDEES**

**Council Members Present:** Mary-Rita Moore, Debbie Baness King, Chuck Bohleke, Dayanne Figueroa, Michael Flaherty, Mike Garrity, Hilary Meyer, Pamela Perry, Elise Rapala, Martyna Tabasso, Shelley Tiwari, Elizabeth Quan Kiu Vazquez.

**Absent:** Alexis Borrego, Audrey Jonas, Tom Olson, Hector Zavala.

**Others Present:** Sandra Berryhill, Sue Campos, Christopher Clem, Jean Dugo, Geoffrey Glowacki, Curry Greene, Regina Hughes, Sacella Smith, Kurian Tharakunnel, Amanda Turner.

### **APPROVAL OF MINUTES**

Dr. Baness King made a motion to approve the minutes of the September 25, 2017 College Council Meeting, seconded by Ms. Tabasso. The motion carried unanimously by voice vote.

### **HOT TOPICS**

Ms. Meyer brought a question from Mid-Managers, who ask how responses are being made to suggestions sent to the leadership team regarding Criterion Team recommendations. Ms. Moore replied that one way information is going out is through reports at College Council. Progress has been reported for the last two months on progress to the recommendations, and that will continue. The other way is through the President's Cabinet, currently preparing a document with all of the recommendations and who is responsible for each item. This will be shared with the college community when completed.

Audience members had no hot topics.

### **OPERATIONAL ASSEMBLY**

Mr. Garrity reported that the group has finalized its goals and purpose statement for FY 2018. They will focus on the Assurance Argument and Criterion Team recommendations, monitoring actions related to operations. In reviewing Criterion One, diversity is the only topic under the Operational Assembly, and reports will come up to them through the Diversity Committee. The Business Services committee has reconvened and will begin meeting this month. SEM reported that they have formed three subcommittees: Data/Marketing, Scheduling, and Retention, which are developing 3-5 measurable goals to work on this term. Tech reported that the new Athletic website is close to ready to go online, and will be much more up to date. The HR Committee reported on a number of campus wellness activities, the next being a Walk/Run on October 31.

### **ACADEMIC SENATE**

Dr. Flaherty reported on major things happening in Senate. The Curriculum Committee will be looking at changing the AA degree to a minimum of 60 credit hours, to be more in line with other schools. Academic Standards is also looking at the amount of credits required to graduate. Campus Quality has been working on the issue of air quality in D Building. Senate has eliminated three non-voting senators: SEM, Diversity, and Student Success Data Team, because

SEM and Diversity both report up through Operational Assembly, and the other no longer exists. Also at Senate, Ms. Perry did a presentation on the HLC Assurance Argument asking Senate to do a targeted review, looking at specific parts for accuracy.

### **STUDENT SUCCESS**

Ms. Tiwari asked Council for their thoughts on the National Community College Benchmark Project that she had sent them previously. Triton has participated in the NCCBP for the past 5-6 years, and it helps to compare metrics in key indicators with other community colleges. Council members indicated that there were no surprises in the report, but highlighted the following points. Triton's rating in retention is low in comparison to the success rate. Triton students who take longer than two years to finish is very low. Directed pathways was mentioned because many students have more than enough credits but they haven't met graduation requirements. The unemployment rate in Triton's district is almost double the national rate. Over 75 percent of Triton students are part-time. President Moore commented that this is not a new trend, and ways to help our part-time students need to be identified and become a focus; this will be included in the Strategic Plan. The percentage of high school students in dual enrollment is very low for Triton compared to peer institutions. There was discussion about developmental classes not being included in dual credit and the needs of Triton's district that may require different approaches. Dr. Bohleke commented that strategic scheduling needs to be done as an institution focused on completion, so that students can get the courses they need within a reasonable timeframe.

The importance of everyone on campus having this information so that everyone is "on the same page" was discussed. Ms. Moore asked Council to take steps to make sure these conversations happen on campus and these issues make their way into the Strategic Plan and in Budget Planning. She asked everyone to send Ms. Tiwari one or two actionable ideas to move this forward. The NCCBP will be placed on the Research portal so everyone can have access.

### **OLD BUSINESS**

#### **COLLEGE COUNCIL SUBCOMMITTEE UPDATE**

Ms. Perry reported that targeted review sheets (of the Assurance Argument) were distributed to different campus groups on October 6, including the Academic Senate and Operational Assembly. She will also be meeting with TCSA to speak with students. To share the Assurance Argument broadly, it is posted on the accreditation portal and also linked in Triton Today now through December 1. A College Hour has been held, with an Open Forum scheduled the evening of November 2. Feedback will be shared with Council if discussion is needed.

Mr. Garrity was asked to look at next steps in the business process improvement initiative.

Ms. Perry continued that the subcommittee is also looking toward the actual HLC visit, and will be forming a mock visit team to go through the Assurance Argument and craft specific suggestions. Then, mock visit sessions will be held to help prepare the college community, and arm them with information. It was suggested the HLC peer reviewers on Triton's staff be used as part of the mock visit team. Also being developed is a White Glove Team to go around campus looking at facilities and areas and resources, such as the website. Ms. Moore mentioned

that she has reached out to the employee union presidents to discuss the changes in HLC process this time. The Assurance Argument was also discussed with the Community Advisory Committee so they can share the public feedback opportunity out in the community.

Ms. Moore mentioned that the college has been notified of the 7 member visiting team. Ms. Perry will post this in blackboard, asking that Council not contact any of them, as she is the single point of contact for the institution.

## **NEW BUSINESS**

### **ENHANCING SERVICES FOR STUDENTS**

Dean of Enrollment Services Amanda Turner reported on the graduation applications, which is now available to students online through the student portal. When a student signs in, the form is pre-populated with their information, and once complete, they receive a confirmation email. The fee for graduation has been removed, so that is no longer a barrier to students. Dr. Turner distributed a "Ready to Graduate?" flyer that is going to students so they know to go online, and gives them deadlines and steps to take, including meeting with a counselor and going through Academic Planning.

Dr. Turner also reported on the QLess line management system, which students use to get into a virtual line for a variety of students services such as Admissions, Counseling, Financial Aid, Welcome Center, etc. Students add their names and cell phone number from anywhere to get into line, and receive text updates. The system is very flexible, and students can move to different lines, back themselves up, and cancel. The response from students has been very positive.

### **NEXT MEETING**

The next meeting of College Council is scheduled on November 27, 2017, 2-4 p.m.

### **ADJOURNMENT**

Ms. Rapala made a motion, seconded by Dr. Baness King, to adjourn the meeting. Ms. Moore adjourned College Council at 3:40 p.m.

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