

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, Dayanne Figueroa, Michael Flaherty, Mike Garrity, Audrey Jonas, Hilary Meyer, Tom Olson, Pamela Perry, Elise Rapala, Shelley Tiwari, Elizabeth Quan Kiu Vazquez.

Absent: Alexis Borrego, Martyna Tabasso, Hector Zavala.

Others Present: Christopher Clem, Jean Dugo, Lauren Kosrow, Kevin Li, Raquel Monge, Kurian Tharakunnel, Manny Uribe.

APPROVAL OF MINUTES

Dr. Flaherty made a motion to approve the minutes of the October 23, 2017 College Council Meeting, seconded by Dr. Baness King. The motion carried unanimously by voice vote.

HOT TOPICS

Ms. Figueroa brought a topic from Classified employees, about having an online timecard through the portal like Hourly employees use. Mr. Garrity responded that different ways to implement this are under discussion. The difference is that Hourlies can enter online a full recording of their hours, while union employees bring the challenge of time off benefits, through the absence report, which must also be accounted for. Information Systems, Human Resources, and Ellucian are actively researching what implementation will entail.

OPERATIONAL ASSEMBLY

Mr. Garrity reported that the group continues to focus on the Assurance Argument and is currently reviewing Criterion 2. This includes website design, and a discussion of what a map of the website would look like. They will be moving on to a targeted review of the document and plan to send in corrections by the due date. Mr. Garrity announced that the new Athletic website is now live, and the redesign of the primary website is at the point where development is complete and movement is now toward migration from the existing site to the new platform. The target to go live with the new site is still May of 2018. Ms. Moore commented that everyone will be part of keeping the website current, and encouraged everyone to make sure their information is up to date.

ACADEMIC SENATE

Dr. Flaherty highlighted the following issues reported from the Senate subcommittees. Curriculum is proposing a change for all degrees from 64 to 60 credits minimum, which has become the norm for community colleges. Academic & Scholastic Standards will propose changes to credit and graduation policy regarding credit taken at Triton College. Assessment is working to bring a proposal forward regarding changes in outcomes for learning assessments. Dr. Flaherty has met with the Chairs of each committee to discuss these undertakings which will not be easily completed.

Dr. Flaherty also reported that updates continue to be made to the Academic Senate webpage, including the subcommittee pages. Lastly, he noted that Vice President Baker announced she will not be taking the Final Exam Schedule recommendation from the Academic & Scholastic Standards Committee, because faculty members pointed out how it would hurt their classes. He supports that decision.

STUDENT SUCCESS

Ms. Tiwari introduced the topic of High Enrollment/Low Success Courses, and a plan to improve the success rates. Dean Kevin Li reported on a retention pilot conducted in Arts & Sciences that involved a collective and collaborative effort using retention templates with multiple discussions with chairs and faculty, planning activities by identifying resources and a timeline, and tracking outcomes. Retention gains of various percentages resulted from Spring 2016 to Spring 2017, and it has been agreed to continue and expand this effort.

The pilot involved 15-20 high enrollment/low success Arts & Sciences courses, and it was confirmed that all the sections of a particular course participated. This is a continuous quality improvement program, and the next round will be informed by this pilot.

OLD BUSINESS

COLLECTIVE CAMPUS INPUT REPORT: CAMPUS FEEDBACK

Ms. Perry reported on the request for a mechanism to share comments anonymously as follows. A small workgroup was formed and a Campus Comment form was created, which is now live in the portal under Employee Resources. This will allow individuals to submit information anonymously because all computers on campus have the same ID. There will also be paper forms in the Library and in Staff Services next semester. Reports will be run for the President's Cabinet, and suggestions brought forward along with outcomes will be posted through the portal.

Another option using the portal will be to create a poll on different items so Cabinet can get a quicker feel on how the community is feeling about a specific subject. This will be presented at various In-Services next semester to encourage people to utilize the tool.

Ms. Moore acknowledged the work of the group in accomplishing this request of the college community. She asked College Council members to share this Campus Comment form to their groups and how the Cabinet will look at input on a regular basis, sharing what comes up and what will be done. Dr. Flaherty expressed concern about the potential to abuse this system, and Mr. Garrity added that often more details are needed and there will be no way of following up. There was discussion that while being aware of the pitfalls, having an anonymous way of providing input is important to some on campus, and this honors their request.

President Moore reported that in response to a question last month about sharing progress on the Collective Campus Input Report, Cabinet is making progress and expects to have a report out before the end of the year. She also informed Council that Corey Williams, who was leading the Diversity group, has stepped down, and so she is exploring other opportunities to move that action forward.

ASSURANCE ARGUMENT

Ms. Perry provided an overview of the current status of the Assurance Argument. It has been distributed campus-wide and to specific groups, several forums have been hosted, and direct input has been received. Ms. Perry has been working on linking evidence to the argument, and showed Council how it looks online. Input from the community is due this Friday, and she will review and incorporate changes and add additional data. Ms. Perry demonstrated the links and acknowledged Ms. Meyer for helping to create a mechanism for naming the files.

Ms. Moore informed Council that a communication was received from the Higher Learning Commission on November 14 regarding the college's financial position. Each year, an institutional update is provided to HLC, including information on enrollment, finances, and standardized data. In response to that update, the HLC requested a further review of our financials, asking for a report to be referred to a financial panel. The report is currently being prepared, documenting budget, resource allocation, and business operations, to be submitted to the HLC on December 11. The report will be posted on the accreditation website when complete. HLC's financial review will take about a month, and then we will hear back if no further action is needed, if they will ask more questions at the next visit, or if a monitoring report will be required.

NEW BUSINESS

COMMUNICATION AND ENGAGEMENT GOAL

Ms. Moore brought this goal forward for suggestions and ideas. The goal reads: *The Council will focus on improving engagement with the campus community via forums and outreach efforts, and attempt to increase committee participation rates in assessment through targeted communications about assessment's purpose and benefits.*

Dr. Bohleke commented that as an institution, we are on a pathway of institutional assessment that will benefit not just College Council, but the entire institution. Ms. Perry noted the difference in the quality of the shared governance committee assessments, specifically in terms of closing the loop and the use of the assessment form. Part of this goal is to talk to the committees on how to conduct a meaningful assessment by using the assessment tool.

Dr. Flaherty indicated that he has spoken to the Senate subcommittees. Last year's assessments were a starting point and he believes all the committees want to have a meaningful assessment. Ms. Moore asked Council if there is anything they want to consider regarding this goal, and to begin conversation about it through our communication tool.

SPRING 2018 ENROLLMENT OUTREACH

President Moore discussed a short-term enrollment initiative she and the vice presidents have put in place for the Spring 2018 semester. The initiative involves a group of outreach specialists reaching out to specific groups of students from December through the first week of school. They will be reaching out to: students who received a graduation denial because they have something to complete, Fall 2017 students who dropped prior to midterm, students in career tech education cohorts, and fall students who are not enrolled for spring. Ms. Moore thanked Assistant Dean Colleen Rockafellow for leading this effort along with 10-12 outreach specialists.

NEXT MEETING

The next meeting of College Council is scheduled on December 18, 2017, 2-4 p.m.

OTHER

Ms. Moore shared that the FY 19 Budget presentation schedule is listed on the employee portal. She asked Council members to share this information as everyone is welcome to attend the presentations in the Boardroom.

Ms. Moore noted that Human Resources has sent out the Spring/Summer 2018 Schedule which says nothing about summer Fridays. An assessment is currently being done on the summer format, and there will be a request coming for feedback before a decision is made.

Ms. Moore invited everyone to Deck the Mounds this Thursday from 4-7 p.m. to enjoy the trees, music, refreshments, movies, and take a picture with mascot Troy.

ADJOURNMENT

Dr. Flaherty made a motion, seconded by Dr. Bohleke, to adjourn the meeting. Ms. Moore adjourned College Council at 3:30 p.m.

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