

### **CALL TO ORDER**

President Moore called College Council to session at 2:03 p.m. The meeting was held via Blackboard Collaborate and Ms. Moore reviewed meeting logistics and announced that College Council will continue in this virtual format through August. She noted that under New Business, Campus Plan to Reopen, she will review the letter sent last week to all staff and there will be an opportunity for questions at that time.

### **ATTENDEES**

**Council Members Present:** Mary-Rita Moore, Erica Baffa, Christopher Clem, Dayanne Figueroa, Michael Flaherty, Mike Garrity, Audrey Jonas, Kevin Li, James Malarski, Gerardo Porras, Elise Rapala, Susan Rohde, Purva Rushi, Shelley Tiwari.

**Council Members Absent:** Andrea Bangura.

**Others Present:** Kelly Aller, Sandra Berryhill, Susan Campos, Derrell Carter, Raquel Cotuno, Christine Debush, Jean Dugo, Humberto Espino, Denise Jones, Justyna Koc, Jodi Koslow Martin, Daniele Manni, Minerva McLaren, Selma Mehmededagic, Jon Mlynski, Constance Netisingha, Tim Nystrom, Vezire Osmani, Ken Smith, Kurian Tharakunnel, Brenda Jones Watkins, Meredith, SP, TB.

### **APPROVAL OF MINUTES**

Ms. Figueroa made a motion to approve the minutes of the April 20, 2020 College Council meeting, seconded by Mr. Garrity. The motion carried unanimously by voice vote.

### **HOT TOPICS**

None.

### **OPERATIONAL ASSEMBLY**

Mr. Garrity reported that Operational Assembly met on May 4 via Microsoft Team Site and provided the following highlights. Academic Affairs reported that fall courses would open for registration that day and that plans were being made to bring students on campus for spring lab work as needed. Students Affairs reported that registration was open for summer and fall. Business & Facilities reported preparing for a return to campus, which is a fluid situation, and working on the FY 21 Budget. Human Resources reported working on a virtual Retirement & Recognition Ceremony, which has now been released. Technology reported continued work on providing remote access for employees and laptop returns and loans. Diversity reported that a report from Kaleidoscope is expected soon. Research reported receiving vendor presentations for an assessment platform.

### **ACADEMIC SENATE**

Dr. Flaherty reported on the following items from the May 12 Academic Senate meeting. He was reelected as chair of the Academic Senate for another year. A minor bylaw change was made regarding membership in the tech area, and other membership areas may be revisited next year. Curriculum Committee is considering combining the syllabus with the course

outline, and are working on software to host curriculum on the cloud. Student Development Committee is considering having a student resource fair so that families know what is available to them, including the food pantry. Academic Support Committee is working on retention alert and looking for input directly from faculty. Aja Gorham is leaving the chair position of that committee so he will send communication regarding a new chair. Campus Quality Committee is looking at signage issues and the catalog. Professional Development Committee continues their planning for the fall faculty workshop with online teaching the focus. Assessment Committee reported on the HLC visit, their Bring Your Own Coffee briefings, and the Learning Summit which had 80 participants.

### **STUDENT SUCCESS**

Ms. Tiwari, with Denise Jones and Ken Smith, reported on the work of the Guided Pathways Onboarding Workgroup. The focus was on redesigning the new student orientation, which is mandatory for all first year students, removing barriers and reducing the time needed to complete, as well as ensuring that the information students receive is intentional and useful. The format includes the topics: welcome, technology, Blackboard, academics and advising, financial aid, support services, policies/expectations/safety, student life and campus involvement. The goal is to get all students on the same page and connect them with as many people and resources as possible. There was discussion about groups being exempt from orientation (e.g. Scholars Program) and Mr. Smith asked for feedback, noting that changes can be made as needed.

### **OLD BUSINESS**

#### **ANNUAL COLLEGE COUNCIL SURVEY**

Dr. Rushi provided highlights of the survey results as follows. Two hundred-seventy responses were received, the highest in three years. Two-thirds indicated that College Council continues to fulfill its stated purpose. Half of respondents indicated that they have seen the Shared Governance Model, a low in the last three years, and most who saw the model have been at the college for over five years. There was a significant decrease of individuals hearing about Coworker Connect, with 42% of those hearing of it participating in activities. In the comment section, 94 percent of comments are regarding communication. President Moore noted that the survey results are used by Council in forming goals for next year.

#### **STRATEGIC PLAN DEVELOPMENT**

Dr. Rushi noted that the Strategic Plan documents received by Council are available on the Strategic Plan portal site for the college community to access. She reported that the Strategic Planning Team has split into small groups that are now delving into the data in the 2020 Data Book to determine 3-5 goals to focus on. In addition, surveys have been developed for employees and students to determine the shared values that will help the college fulfill its mission and vision. The surveys will be launched on June 1 for respondents to rank values. Council members were asked to review the surveys and provide their feedback.

#### HLC FOCUSED VISIT

Dr. Rushi reported that the virtual HLC Focused Visit on Assessment was successfully held on April 27. An in-person confirmation visit will be scheduled tentatively in September, and a final decision should be received by Thanksgiving. Further information will be shared when known.

#### **NEW BUSINESS**

##### VIRTUAL CARE COMMUNITIES

Ms. Rohde presented data on the virtual care communities that were created to allow staff to connect during this time of remote working. There were social hours scheduled on Zoom, some with topics and some without, with some held in English, Spanish, and Polish. One of the popular topics was Bring Your Own Pet. A current event being held is a virtual marathon, with 17 participants, and there's still time to join by contacting Ms. Rohde. There was discussion about the importance of connecting with others and how these Virtual Care Communities provided the opportunity for connections with people who don't ordinarily cross paths. President Moore commented that this is something to build upon in the future.

##### CAMPUS PLAN TO REOPEN

President Moore commented that the current stay at home order is in effect until May 30, and the college will adhere to any state requirements as there are changes, as well as looking at requirements and guidance from IDPH, ICCB, and Cook County. Many different scenarios for reopening have been considered, and right now, the plan is to reopen the campus to employees gradually, in an organized, phased approach while remaining flexible. Since March 17, only essential employees have been on campus to perform functions essential to operations, including engineers, public safety, business, operations & maintenance, with about 20 employees on campus at a given time. Operations & maintenance staff came in for special COVID-related cleaning training. Starting on June 1, employees who have a functional reason to be on campus will return, possibly in staggered shifts, with the proper protective equipment provided, such as face masks and sanitizer. Summer classes will be online and remote and the fall semester is still under discussion. Many employees working remotely will continue to do so, and supervisors are determining return schedules. Safety and health is a key element in consideration of the return to campus plan.

Dr. Flaherty commented that most questions from faculty are related to a return in the fall. Ms. Moore asked him to write the questions out and send to Vice President Campos and herself.

In response to a question from the audience, President Moore commented that employees will continue to be paid as has been occurring, through May 30. As of June 1, summer hours are in effect, and employees will be scheduled by their supervisor, which could be on campus or remotely, depending on job responsibilities.

Employees on campus will have face masks available to them and will be asked to wear them.

It is intended that summer hours of the 4-Day workweek will be in effect in June and July.

Any questions can be sent to [susanpage@triton.edu](mailto:susanpage@triton.edu) or [president@triton.edu](mailto:president@triton.edu).

#### **FY 21 COLLEGE COUNCIL MEETING SCHEDULE**

College Council members were asked to look at the draft meeting schedule provided and let Susan ([susanpage@triton.edu](mailto:susanpage@triton.edu)) know of any issues. Council members were also asked to indicate their availability for a July College Council Retreat as listed on the draft schedule.

#### **NEXT MEETING**

The next meeting of College Council is June 15, 2020, 2:00 p.m. – 4:00 p.m. through Blackboard Collaborate.

#### **OTHER**

Ms. Moore acknowledged the employees of Triton College, and thanked everyone for what they do each and every day. She asked Council members to share the virtual Retirement & Recognition Ceremony with their groups.

#### **ADJOURNMENT**

Dr. Flaherty made a motion, seconded by Mr. Li, to adjourn the meeting. College Council was adjourned at 3:28 p.m.

/sp

# Guided Pathways

Onboarding Subcommittee Update

# Four Pillars of Guided Pathways



CLARIFY THE PATH



ENTER THE PATH



STAY ON THE PATH



ENSURE LEARNING

# On-Boarding Subcommittee Goals

- ◆ Propose the review and redesign (where necessary) of the student experience to remove barriers and provide necessary support for first time students.
- ◆ Specifically address the second and third pillars of the Guided Pathways framework in alignment with current efforts underway as exemplified by the Enrollment Action Plan and strategic goals in Student Affairs.
- ◆ Ensure the beginning of a student's experience at Triton will be exemplified through a spirit of welcome and a culture of care.

# NSO New Student Orientation Goals

## Orientation Goals:

- Establish the target audience.
- Reduce time to complete both online and in-person orientation.
- Make sure the information provided is intentional and useful upon first day of class.
- Integrate advisors to be a part of the process. Advisors will help coordinate the in-person sessions.
- Involve current students- Personalized and connection to Triton

# Online New Student Orientation Format

- **Welcome**
- **Technology-** Focus on important usage of email and student portal
- **Blackboard-** Focus on navigation and usage of Blackboard
- **Academics and Advising-** Areas of Study- Programs Offered. Talk about Academic Planning/Goal Setting, and meeting with your advisor regularly.
- **Financial Aid-** Tuition Cost, Payment Plans FAFSA, Scholarship portal and Cashier's department
- **Support Services-** TRIO/TRIUMPH/SURGE/GENIUS/SCHOLARS
- **Policies/Expectations/Safety-** Highlights regarding Student Conduct, Academic Policies and Campus Safety
- **Student Life Campus Involvement-** Student Clubs, Sports and Organizations, Transportation
- **Resources for Students-** Highlight essential information-Library, CAAS, Tutoring, Printing, Counselors, Nurse Office

# New Student Orientation – In Person Format

- Welcome
- Ice Breaker
- Technology/Blackboard Navigation
- Breakout Sessions- **First-time/Full and Part-time Students, Non-Traditional Students/Veterans, Transfer Students**
- Academics and Advising- Academic Advisors- (customized according to the group)
- Support Services - TRIO/SURGE/TRIUMPH/GENIUS/Scholars
- Policies/Expectations/Safety- Dean of Students
- Student Life Campus Involvement
- Campus Tour
- Resources for Students- Library, CAAS, Tutoring, Printing, Counselors/ Nurse
- Financial Aid/Cashier- Payment Plan

**Revised  
Business  
Process  
Mapping**



