

**Pamela L Harmon**

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**From:** Humberto Espino  
**Sent:** Wednesday, September 07, 2016 12:15 PM  
**To:** TADEC  
**Subject:** [-] September Technology Advisory and Distance Ed Committee Meeting - REMINDER\*\*  
**Attachments:** AGENDA\_Sep\_2016.pdf; Assurance Argument Input - TADEC.pdf

Technology Advisory Committee

Good morning,

Just a gentle reminder, our next TADEC meeting is today, Sep 7th at **2:00pm** in room **H210**.

On behalf of our new Committee Chairperson Pamela L Harmon:

Hello TADEC members and welcome back!

In less than one short week, the TADEC committee will resume meeting and continue with what was started in the spring. I hope that the discussions and collaborations continue as we prepare to propose recommendations regarding online teaching to the Senate. We have a lot to talk about at this first meeting, so please try to attend. Please don't hesitate to contact me with questions or concerns.

Pam Harmon  
Chair of TADEC  
Radiology Program Coordinator

If you know of faculty that might be interested in attending, please encourage them to come along.

Feel free to contact Pam Harmon ([pamelaharmon@triton.edu](mailto:pamelaharmon@triton.edu)) or myself if you have any questions. Do you know someone that is not on the TADEC Listserv? Send us their e-mail address.

[www.triton.edu/tadec](http://www.triton.edu/tadec)

# Distance Ed Committee

## AGENDA

Sep 7, 2016

Meeting time/location: 2:00pm, Room H210

### Topics:

- HLC – Assurance Argument Outline
- Technology Update - Humberto Espino
- “In House” faculty training program
- Online Protocol Forms review

Criteria 3  
Assurance  
- Pamela Perry - March 2018  
- who teaches  
- Senate ? what do they know  
Ratio  
HQuary - library

which ones

Technical Advisory & Distance Education Committee

Meeting Minutes September 6, 2016 - 2:00 pm (H-210)

Attendees: Pamela Harmon, Pat Knol, Joe Beuchel, Hilary Meyer, Marie-Ange Zicher, Humberto Espino, Oliver Camacho, Regina Hughes, Sara Gallagher, Serpil Capultu, Katelin Karlin and Pamela Perry

The meeting began at 2:05 pm.

Topics discussed included:

1. Pamela Perry presented on the HLC Assurance Argument Outline and specifically for this committee regarding Criterion Three. She explained that the goal is to get feedback and work on issues prior to the HLC visit. The President mentioned this as well at the faculty workshop. Committee members were encouraged to submit feedback of positive and negative comments regarding the criterion. This could be done via email or sent as interoffice mail.

2. Technology Update from Humberto Espino: As part of the FY17 technology-need upgrades, during this fall we are converting the following classrooms into smartclassrooms:

G306A, G306B, G308, G310A, G310B, G206, G207, G209, D208, T142 (+2 TBD)

12 total

These new smart-classrooms should be fully operational at the start of the spring semester.

Humberto asked that faculty let their Dean's know of any technology needs within the areas that they teach.

3. From Sara Gallagher:

We're trying something new! Faculty Friday is a webinar based professional development opportunity for faculty, by faculty. 30 minute sessions will be held on the first Friday of month at 10 a.m. via Collaborate Ultra in the Blackboard Learn Faculty Forum or the link sent via email. The sessions will be recorded and available to view in the forum. Overtime, we hope to build a collection of faculty development videos. Our first webinar was held on Friday, September 2 and Serpil Capultu, College Readiness and Mathematics Instructor presented a workshop titled "Using Blackboard Collaborate Ultra: A Faculty Insight". Our next webinar is on

Friday, October 7 at 10 a.m. Gabe Guzman and Richard Chan present on assessment techniques in their workshop titled "How do you know they're getting it?". Have a topic you want to share? Please send your idea to e-support@triton.edu

Faculty Friday is available and so far, is a success. Any faculty not able to attend at the time of the webinar, are encouraged to view the recorded session.

4. "In-House" faculty training program A Draft Proposal for Online Teacher Certification at Triton was distributed in the May meeting. The generic proposal includes two tracks; the first gives instructors the opportunity to teach online courses; the second is for instructors interested in developing their own courses.

From the May 2016 meeting, Marianna suggested the proposal to be loaded on to the Blackboard shell for everyone to review. The Online Teacher Certificate should be presented as an alternative to increase

Workshop  
+  
Triton  
Today

or enhance online courses. Marianna asked if the committee agreed for Element I of the proposal to be presented to the Senate next week. Everyone agreed.

Further discussions included putting the following items on Blackboard:

1. the compilation of the different approaches from other programs 2. draft proposal for Online Teacher Certification at Triton

Additional goals of the committee include:

Review of the current online course proposals and retention within online courses. The current forms will be put on Blackboard for review. The retention of online courses and some possible improvements will be discussed at future meetings once the current items have been approved.

Meeting adjourned at 3:15 pm

Respectfully submitted,

Pamela Harmon, Chair of TADEC

Oct Senate

**ASSURANCE ARGUMENT INPUT**

**WHAT ARE TRITON'S STRENGTHS?**

What is the College doing well?

Please return all feedback to Pamela Perry, Director of Planning and Accreditation, by:

- E-mail: [pamelaperry@triton.edu](mailto:pamelaperry@triton.edu); or
- Interoffice mail: A-329

**Criterion One: Mission**

**Criterion Statement:** The institution's mission is clear and articulated publicly; it guides the institution's operations.

**Core Component 1.A:** The institution's mission is broadly understood within the institution and guides its operations.

**Core Component 1.B:** The mission is articulated publicly.

**Core Component 1.C:** The institution understands the relationship between its mission and the diversity of society.

**Core Component 1.D:** The institution's mission demonstrates commitment to the public good.

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**Criterion Two: Integrity**

**Criterion Statement:** The institution acts with integrity; its conduct is ethical and responsible.

**Core Component 2.A:** The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows fair and ethical policies and processes for its governing board, administration, faculty, and staff.

**Core Component 2.B:** The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

**Core Component 2.C:** The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.

**Core Component 2.D:** The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

**Core Component 2.E:** The institution ensures that faculty, students, and staff acquire, discover, and apply knowledge responsibly.

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**Criterion Three: Teaching and Learning, Quality, Resources, and Support**

**Criterion Statement:** The institution provides high quality education, wherever and however its offerings are delivered.

**Core Component 3.A:** The institution's degree programs are appropriate to higher education.

**Core Component 3.B:** The institution demonstrates that the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational programs.