

Meeting Notes

Attendees - via Microsoft Teams

Purva Rushi, Kurian Tharakunnel, Paul Jensen, Joe Klinger, Shelley Tiwari, and Daniel Aguilar

Meeting started at 2:41 pm

Committee Updates

Academic Affairs Rep (P. Jensen):

- Business and Technology: DVR counselor group will meet in Café 64, Feb. 22 to introduce counselors to Triton's HIA programs and facilities. This spring, DVR will bring counselors each month to visit different locations of our campus and help them get a new prospective of what our college offers now.
- Automotive and ENT: Websites are currently being revised to include more industry and high school pathway information.
- Academic Affairs: 20 online courses are simultaneously being developed this spring to be piloted in the fall. A new combi-navigational tool will be used and courses will also be aligned with the new blackboard rubrics.

Student Affairs Rep (H. Meyer via email):

- Financial aid workshop webinars are happening weekly this month to make students aware of opportunities and help them understand processes. An in-person scholarship workshop event was held today at noon.
- Black History Month events are being hosted throughout the month of February.
- EMSA will be hosting a New Student Virtual Q&A this Wednesday, Feb. 16, 4:30-5:30 pm.

Business and Facilities Committee (G. Abezetian):

- No update

Human Resources Committee (J. Klinger):

- Annual performance evaluations for staff will be happening through the month of April. The committee briefly discussed how to make this process more engaging and interactive between supervisors and staff. Workshops will be offered for staff and supervisors through the PDC to learn how to make the experience more beneficial for everyone. All are encouraged to participate. Joe also stated that they are working on improving the form to better assess and evaluate the employee.

Technology Rep (M. Garrity via email):

Information Systems Enhancements currently in progress with estimated completion this year:

- Design and document the process for adding Curriculum Track program maps into Colleague
- Waitlisting option for registration
- Implementing all Self-Service functionality to replace and retire WebAdvisor
- Alumni Module Colleague Implementation
- Preferred name process and use on rosters, email, blackboard, etc... non-legal documents
- Barracuda Phishline email testing and training
- Secure Wireless SSIDs with authentication to replace TCWireless
- Campus Logic Financial Aid platform
- Phone System replacement including new voicemail, call center software, user software and redundant controllers
- Multi Factor Authentication for email
- Rebuild the Virtual Server environments for Colleague and Network servers and upgrade all servers to modern operating systems
- Researching Ellucian Experience as a platform to replace Ellucian Portal and Mobile App

Diversity Committee (P. Rushi):

- The DEI Framework Committee is looking to move forward recommendations they've been working on for year 2 action plans for the Strategic Plan.
- Employees will be engaging in DEI training workshop during classified and mid-manager in-services.

Guided Pathways (S. Tiwari):

- 2021 college catalog developed by Watermark is now available in the website.
- GP committee is looking to host a retreat in March and the agenda details are still being worked on.
- Coaches advised to hold a briefing of the steering committee and pillar work group members to become informed of what is going on in the institution that may have a positive or negative impact in the work of Guided Pathways.
- Professional development work is in progress.
- The committee is hoping to have panel discussions from other Guided Pathways colleges. Members are reaching out to other peer colleges who have done Guided Pathways work to learn from them and get some ideas.
- Shelley stated that they will be compiling recommendations from the last two and a half years and submit to cabinet in the late spring.

Research (K. Tharakunnel):

- As part of the federal compliance requirements, winter IPEDS submissions were completed by the due date of February 9th.
- Enrollment reporting for spring 2022 has been completed. Tenth day was Jan. 31st and the report was sent out on Feb. 1.
- Summer enrollment reporting will begin end of March.
- Working on enrollment forecast for FY2023 based on data we have for the last several years. This is usually done once the spring enrollment is complete.

Student Rep (Daniel Aguilar):

- Students have reported that the cafeteria does not have enough outlets to charge phones and computers.
- Daniel confirmed that the current meeting time works for him.

Old Business**FY22 Goals:**

1. Work on recommendations for sustaining pandemic period processes. There are more than 70 items on the list of processes. Kurian suggests cleaning up and prioritizing the list and will share by email for everyone to review and narrow down to 10 items that could be used for recommendations. The list will be discussed during the next meeting, when everyone is present.
2. Work on recommendations on digitizing paper-based processes.

New Business

- During last month's College Council, President asked about the efficiency of the new email security system Barracuda. Mike will be looking into analytics and report back. Another feedback item from President Moore was regarding the new retention alert system as part of the CRM Advise. Hilary agreed to provide more information to College Council during one of their upcoming meetings.

Announcements

- Next meeting: Monday, March 14, 2022 at 2:30 pm

Meeting adjourned at 3:20 pm.