

Members Present: Purva DeVol, Mike Garrity, Hilary Meyer, Colleen Rockafellow, Katie Rullo, Shelley Tiwari, and Kurian Tharakunnel

Members Absent: Dmytriy Havrylyak and Joe Klinger

Others Present: Tasha Coleman, Dominique Dial, Jason Lemberg, Tina Lilly, Jo Perez, and Michael Thunberg

Meeting called to order at: 2:33 pm

Approval of Minutes

A motion to approve the minutes of the June meeting was made by Mike Garrity and seconded by Purva DeVol.

I. Human Resources Committee – Joe Klinger

- No report

II. Technology Representative – Mike Garrity

Access Point Upgrade & Expansion:

- Going to the Board this month for approval to purchase 200 new access points.
- 155 will replace the oldest units on campus; 45 will expand wireless coverage in needed areas.

Server Environment Replacement (ThreePAR Project):

- Seeking Board approval for replacement of the ThreePAR virtual server environment.
- New hardware will support migration of the Colleague server environment to the new setup.
- Migration will be scheduled at times of minimal campus disruption.

Modern Campus Website Project:

- Ongoing development with increasing weekly time commitment.
- No CMS or design template is yet available, but progress continues with regular decision-making meetings.

Cybersecurity & Phishing Awareness:

- Conducted Barracuda phishing test for employees in October.
- Some users unfortunately shared passwords.
- Summary report on division performance to be shared.
- Cybersecurity Awareness Month: IT spoke with TCSA (Triton College Student Association) about extending phishing education to students.

- With the TCSA's support, plan to begin phishing tests for students (not just employees) to improve awareness and reduce compromised accounts.

Student Photo ID Integration in Colleague:

- Collaboration between faculty, IT, and TCSA to link student photo IDs to Colleague records.
- Allows staff at the Welcome Desk and Financial Aid to visually verify students within the Colleague.
- Faculty can now view student photos on class rosters.
- Awaiting Cabinet approval to move forward with full implementation.

Midterm Grading Automation:

- The previous process for notifying faculty of midterm due dates was manual and inconsistent.
- Jo fixed the flawed query logic and automated the notification process.
- Automation ensures daily notifications continue even if staff are absent.
- Results: Improved accuracy, efficiency, and time savings for staff and faculty.

III. DEI Representative – *Purva DeVol*

Italian Heritage Month Celebration:

- The event was held two weeks ago with strong participation and engagement.
- Attendees included Foundation board members, alumni, and employees.
- The event was highly successful and well-received by the campus community.

Upcoming Planning

- Preparations underway for Black History Month events and programming.

IV. Guided Pathways Representative – *Shelley Tiwari*

Shift from Retention Alerts to Support Referrals:

- Originally focused on “retention alerts,” which proved reactive and ineffective.
- Now transitioning to a Support Referral system — encourages direct, proactive connections between faculty and student support services.
- Goal: move from delayed interventions to immediate, behavior-based support.

Understanding the Triton Student:

- Ongoing discussion about who the Triton student is — recognizing that there is no single profile.
- Key data points:
 - 75% of students are part-time.
 - 49% are aged 18–23.

- Implication: Students come from digitally integrated high school environments and expect real-time academic information (grades, attendance, etc.).

Attendance Tracking Initiative:

- Attendance tracking is strongly linked to student success for higher success rates.
- Current participation:
 - 50% of full-time faculty report attendance.
 - 10% of adjunct faculty are currently submitting attendance.
 - Goal: Increase adoption across all faculty to build consistent student engagement data.
 - Attendance data is now used to trigger outreach emails when students miss classes.
 - Over 2,000 attendance-related emails were sent in the past three semesters.
 - Over 1,000 (50%) received responses.
 - High engagement shows the value of personalized outreach over automated alerts.

Digital Behavior & Faculty Engagement:

- Many students struggle with transitioning from high school systems (with constant updates) to college systems with inconsistent digital transparency.
- Effort underway to recruit faculty willing to regularly update grades and assignments in Blackboard, mirroring high school data transparency.
- Currently 8 faculty are committed to piloting this approach in Spring semester.
- Goal: provide students with real-time progress, equip support staff with data needed for proactive and preventive outreach.

Data Access & Institutional Learning:

- Presentation includes data visuals showing trends in attendance and success.
- All faculty and staff have access to updated reports on the institutional research website.
- Future focus: use attendance and academic behavior data for targeted outreach to students in high-enrollment, low-success courses.

Faculty Training:

- Working with Shelley to integrate attendance and data training into adjunct orientation.
- Some faculty still use manual or paper attendance, despite digital systems being available.
- Academic Coaching Referrals:
 - A new Academic Coaching support referral launched this fall.
 - Over 200 referrals submitted (≈75–80% by faculty).
 - Shows faculty are engaged in student support even when processes evolve.

V. Research & Institutional Effectiveness – *Kurian Tharakunnel*

Preparing for Spring Enrollment:

- Main priority this month is monitoring and supporting spring enrollment activities.
- Providing daily data reports to assist administrative and operational decisions related to spring registration.

Daily Enrollment Report:

- Distributed to administrators and available via the college portal.
- Tracks real-time spring enrollment progress.
- Reporting began two weeks ago and will continue through the 10th day of the spring semester.

Retention Tracker Dashboard:

- Monitors first-time fall for students to see if they re-enroll in spring.
- Provides daily retention percentages to measure student persistence.
- Helps identify students who may need outreach or intervention to return for spring.

Course Section Enrollment Dashboard:

- Comprehensive, interactive dashboard for managing and analyzing course section data.
- Provides detailed information by:
 - Course and section level
 - Faculty assignments
 - Meeting times and modalities (day/evening/online)
 - Accessible for president, vice presidents, deans, department chairs, and faculty.
- Enables analysis of:
 - Enrollment levels and section fill rates
 - Instructional cost efficiency (balancing full-time and adjunct faculty)
 - Course scheduling optimization for sustainability and resource use.
- Supports data-driven decisions on adding, combining, or canceling sections.

Operational Impact:

- The tool helps identify historical enrollment patterns (e.g., time of day, modality).
- Assists chairs and deans in right-sizing course offerings and improving scheduling efficiency.
- Feedback and Next Steps:
 - Dashboard currently in testing phase — user feedback encouraged.
 - Plans to offer training sessions for deans and department chairs.
 - Options for Excel-based reports or interactive dashboard views depending on user preference.

- Future updates may incorporate trend and historical data for deeper analysis of enrollment patterns and course cancellations.

VI. Student Representative – *Dmytriy Havrylyak*

- No report

VII. Academic Affairs Representative – *Katie Rullo*

Business and Technology:

- Automotive Department:
 - Represented Triton College at ICCB's *Rev Up EV Showcase* (Oct. 17, East Peoria).
 - Featured Triton's branded *Honda Prologue* EV, highlighting innovation and EV education.

Adult Education:

- Student Spotlight – Christopher Portalain:
 - Earned Illinois High School Diploma (GED) through Triton after leaving school nearly 10 years ago.
 - Now a Physics major at Triton, plans to transfer to UIC and pursue a Ph.D.
 - Credits instructor Nancy "Kool-Kat" Kokat for motivation and success.
 - Article emphasized Triton's Adult Education programs: GED/HiSET prep, ESL, citizenship, college readiness.
 - Story published as a Communications Department news release ("From GED to PhD").

Continuing Education:

- PEPA Academy:
 - Manufacturing Cohort (60-hour pre-apprenticeship) completed Oct. 23; earned CPR, OSHA-10, Forklift certifications.
 - Healthcare Cohort progressing; CPR BLS & OSHA-10 completed; Food Sanitation underway, ends Nov. 20.
 - PEPA Launch (dual-credit high school program) to finish Dec. 11.
- FET Program: Expanded Spring 2026 offerings to 87 courses (↑13% from 77).
- Pace Bus Program: Completed CDL permit training for 8th cohort; new cohort started Nov. 10.
- CBPD Training:
 - Continuing Technical Math & Blueprint training for DOL Apprenticeship; focus on OSHA compliance.
 - Safety Improvement Plan initiated at client site—additional work ongoing.
- Child Development Center (CDC):
 - Opened third preschool classroom on Nov. 3; increased capacity & practicum opportunities.

- RSVP Program:
 - Hosted Volunteer Fair with 19 organizations—100% attendance, 6 new volunteers, strong engagement.
 - Upcoming Events:
- PEPA Healthcare Cohort: Completion ceremony & hiring event on Nov. 20.
- Child Development Center:
 - Creating thank-you cards for first responders.
 - Launching holiday card project for active-duty military post-Thanksgiving.
- CBPD Training: Technical Math & Blueprint sessions continue through mid-December.

Past Events & Success Stories:

- PEPA Manufacturing:
 - Students toured Freedman Seating Facility and attended Professionals & Triton Night—one hired on-site; two joined Triton's Electrical Program.
- Healthcare Cohort: Completed Gottlieb Hospital tour for clinical exposure.
- Child Development Center: Hosted visits from River Forest Fire Dept. and Triton College Police.
- RSVP Fair: 100% org attendance, six new volunteers, boosted collaborative programming interest.

Departmental Highlights:

- CBPD: Expanding employer partnerships and apprenticeship-related training.
- FET: 13% course growth; achieved assessment milestones.
- Child Development Center:
 - Added Luci (ECE student) as part-time aide & Jocelyn Romero (alum) as full-time teacher.
 - Strengthened practicum integration for ECE students.
- RSVP: Increasing campus community collaboration and volunteerism.

Health Careers:

- Cosmetology: Held first advisory meeting—high partner engagement.
- Student Nursing Association: Active in community service projects.
- Partnerships:
 - Discussed CNA program expansion with Oak Park–River Forest (OPRF).
 - Initiated talks with Fenwick for potential CNA collaboration.

VIII. Student Affairs Representative – Hilary Meyer**Academic Success**

- Partnering with Athletics. Toured the athletic facilities. Library will begin showing select games.

- Library: Continuing to encourage faculty to submit materials they use in class so the library can purchase course reserves
- CAAS: Reviewing excused medical absences communications and procedures to reduce confusion for students and faculty

Admissions/Retention & Student Engagement

- Spring registration: Credit up 54.4%, Noncredit up 23.8%, Total up 54.1%
- Transfer Center: Pop up Event 11/10, 11:30 to 1:30, cafeteria. 11/12: How to Write a Stellar Essay, Noon to 1:00 pm, Library.
- Testing Center: Offsite testing for Early College/Dual Credit. Proviso East (11/17). Ridgewood (11/18; 11/20). Preparing for Final exams (early December to mid-December). Continuing to work toward NCTA recertification. Currently in stage 3 of 4 (submission, advisor, evaluator, visitation).
- TRIUMPH & SURGE:
 - Shop Talk – November 10 | 3:00–4:00 PM
 - Protect Your Peace – November 18 | 3:00–4:00 PM
 - Her Haven – November 19 | 3:00–4:00 PM
 - Loyola University Campus Tour – November 19 | 9:45 AM–1:30 PM
 - Friendsgiving with Student Life – November 20 | 2:00–7:00 PM
- Advising: Tuesdays and Wednesdays still committed to walk-ins to meet student advising and registration needs. Holiday Rush Registration is set for the week of finals. Walk-Ins Monday-Thursday of that week 9am-4pm.

Student Life

- Dean of Students Julia Willis has shared Student Support Resources During the SNAP Benefit Pause. Triton College is joining community colleges across Illinois, in partnership with the State of Illinois, for the annual Feed the Need campus food drive — helping to address food insecurity and support students in need. Now through Dec. 1, Triton College is collecting nonperishable food donations on campus to support its food pantry, Troy Mart. Dean Willis maintains a list of area free meal options. Reach out or refer as applicable.

Financial Aid:

- FAFSA Family Night Nov. 11, 5-7 pm, includes Spanish speakers

IX. Business and Facilities Committee – *Colleen Rockafellow*

Marketing & Communications:

- Spring credit schedule is completed and sent to the press.

Continuing Education (CE) Guide:

- In the final production phase and will soon go to press.

Spring Marketing Campaigns:

- In full production, including:

- Billboards
 - Bus shelters
 - Digital advertising and media placements.
- Website & Digital Projects:
 - Ongoing collaboration with AVP Garrity on:
 - Development of the new college website.
 - Completion of the interactive campus virtual map.
- The Annual Report is currently in production.

Community Support & Engagement:

- Continued collaboration with Student Services regarding community needs.
- Ongoing food donation drives to support students and community members affected by the pause in SNAP benefits.

Athletics:

- Men's Soccer Team: Advanced to the Region IV Finals.
- Women's Volleyball Team: Reached postseason for the first time in three years.
- Men's Basketball Team: Ranked #11 nationally in the preseason poll.
- Track Facility: Scheduled for repairs and restriping in February–March 2026.

Finance & Budget:

- FY 2027 Budget Requests
 - Due next week (11/17) to the Business Office.
 - All requests should be submitted to area administrators.

IV. New Business

- Update on Completion Committee work to date – *Hilary Meyer*
- Discussion on AI guidelines – *Hilary Meyer*

Adjournment:

Meeting adjourned at 3:43 PM

Next Meeting

Date: Monday, December 8th, 2025

Time: 2:30–4:00 PM

Submitted by Xavier Skinner