

**CALL TO ORDER:** Dr. Michael Flaherty called the meeting to order at **2:35 p.m.**



**Members Present:** Michael Flaherty, Ruth Hallongren, Edward Konstatny, Debra Krukowski, Julianne Murphy, Dennis McNamara, Krysti Reece, Jennifer Giangreggo, Serpil Caputlu, Justyna Koc, Mary Casey-Incardone, Beth Dunn, Geoff Hiller, Archawee Dhamavasi, Christopher Clem

**Ex-Officio Members:** Jennifer Davidson, Jodi Koslow Martin, Kevin Li, Paul Jensen,

**Non-Voting Members:** Vezire Osmani

**Guests:** Mary-Rita Moore, Brenda Jones-Watkins, Jean Dugo, Kurian Tharakunnel, Purva Rushi, Pamela Harmon, Lauren Kosrow, Selma Mehmedagic, Ally Miller, Sandra Berryhill, Humberto Espino, Angela Staunton, Gretchen Reyes, Jean Dugo, Derrell Carter, Shelley Tiwari, Hilary Meyer, Enisa Mehmeti, Leslie Wester, Calvin Washington II, Tim Nystrom, Willie White

## APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **November 10, 2020** Academic Senate Meeting. Beth Dunn made a motion to approve, seconded by Dennis McNamara. Motion carried.

## COMMITTEE REPORTS

### A. College Curriculum:

Julianne Murphy stated that College Curriculum met on December 3. She shared a PowerPoint presentation highlighting 13 courses deleted none offered for several years; they were removed from the books. There were 30 revised courses. MATH 111 and 131 had pre-requisite changes. Math 341, ACC 251, 252 were increased credit hours from 3 to 4. ITL 101 and 102 were revised update to the new learning outcome. CWE 290 also revised to variable credit. ENG 299 is revised to LIT 299. Revisions and updates for BIS 205, CHM 132,140,141,234,235, PHY 101,102,106,251, CIS 179,212,222,228,240,250,263,264,275,280, PHL 104. There were 9 minor changes based on course revisions. There were 4 major program revisions to the new curriculum mapping.

Julianne also shared:

- 70 Outstanding courses that have not gone to curriculum as of December meeting. The courses in black have not been revised. The BUS courses to be deleted.
- She alerted members please make sure all curriculum is submitted to the College Curriculum Committee office by the deadline indicated on the Date & Deadlines (posted in the portal and blackboard). January 11 is the deadline for the February meeting.

*Dr. Flaherty made a motion to accept the curriculum. Dr. Flaherty made a motion to approve curriculum seconded by Beth Dunn. Motion passed unanimously.*

**B. Academic & Scholastic Standards:** Beth Ann Dunn shared that the committee met on December 2. In the spring semester the committee will be meeting on the first Wednesday of the month at 2 p.m. If interested please contact [bethdunn@triton.edu](mailto:bethdunn@triton.edu) and she will share the link. The committee shared ideas for spring semester. Ideas for withdrawal process:

1. Revise the drop period process
2. Not allow instructor withdrawal after mid-term
3. Limit the number of times a student can take a class
4. Automate the petition process
5. Require students to meet instructor before withdrawing
6. Educate Faculty Adjunct and Full-time

Beth stated the list was given in no particular order. The committee took a vote to prioritize:

1. Automate the petition process
2. Revise the drop period process

*Dr. Flaherty stated that mid-term seems early for the instructor withdrawal. Will there be a deadline?*

*Beth Ann stated the mid-term verification date when instructors assign a student an S or W. It's the student's decision to withdraw less than instructor's decision to withdraw them.*

*Justyna Koc stated in terms of the instructor meeting with student it might be difficult for a student due to not showing to class or not responding to emails. Consider online format or a separate procedure.*

*Beth thanked everyone for sharing their suggestions. She stated the meeting with the instructor will be virtual. The student initiates withdrawal on the portal and give the instructor enough time to intervene with the student.*

*VP Koslow Martin stated feeling grateful that the committee are discussing some of these important topics. There are limits to how many times a student can take a course. It's less about the student and more about in working with the student's mental health behavioral level in terms of taking classes and not being able to pass it. VP Koslow Martin suggested the importance of taking attendance for financial aid purposes. With the pandemic we have seen student's economic needs.*

*Debra shared that they have encountered that before mid-terms student's take their first test and fail, and think they need to withdraw from the class. Many students have gone to their counselors to withdraw from a class.*

**C. Student Development:** Mary Casey-Incardone stated that the committee met on Friday, December 4<sup>th</sup>. She added that the committee is working on how to help students outside of the classroom. The committee discussed a virtual drop in open discussion. Things that students can talk about:

- Strengths as well as challenges of ERL learning
- Having inspirational and motivational conversations
- The committee will put a short survey together for students to find out what topics they would like to talk about

*Hilary Meyer stated she will share the Check-In Survey with the Senate members.*

Mary Casey encouraged faculty members to submit any suggestions, or ideas. Please email [marycasey@trtton.edu](mailto:marycasey@trtton.edu). Next meeting Friday, February 2, 2021 at 1pm via Zoom. All are invited.

**D. Academic Support:** Christopher Clem stated he will forward the Check-In Survey information and suggested to the Senate members please share wisely. Other items related to the Check-In Survey, Dean Meyer assembled the data also used the data and reached out to the students. The committee will be working on the following:

- The Center for Accommodations: the demand for Note Takers is greater than ever before; however, the number of volunteers is slimmer than ever before. Despite several interventions, raising stipend rates, and making call out for additional people, still it has not met the need. Faculty members were encouraged to share any effective intervention.

**E. Campus Quality:** Jacqueline Mullany shared that the committee met a couple weeks ago. The overall mission is talking about focus of the committee survey issues, regarding Campus quality. The real issues of students are the Clubs. Some of the issues still exist in terms of the policies not being user friendly. Committee will continue to meet the third Thursday of the month at 2:30 p.m.

**F. Professional Development:** Serpil Caputlu stated the committee met on December 3 and will meet on February 18. Serpil stated that the committee received one Full Time Faculty nomination. There are no nominations for Adjunct Faculty. Serpil encouraged members to submit their nominations before December 18. Faculty members can nominate themselves. Recommendation letters and forms must be submitted by February 8. VP Campos emailed the forms to all faculty members last month. Before the break an email was sent by Dr. Flaherty including the proposal for the Professional Development Committee Bylaw changes. Serpil shared the proposed changes. The first change on the description for Faculty Recruitment Action Plan (FRAP) does not exist, the committee would like to add what the Professional Development committee currently is responsible for. The committee suggested to change the Membership to include 12 members and have 1 CTE Faculty Coordinator as a member.

*Mary Casey suggested instead of non-teaching faculty, replace with representative from counseling and library. She stated the Librarian's also give workshops and it is considered teaching.*

*Beth Ann Dunn asked will the voting be for the suggestions that Mary Casey made, or all suggestions made?*

*Dr. Flaherty answered that the voting will be on all the changes including Mary Casey's suggestions.*

*Dr. Flaherty made a motion to accept proposed change for the Professional Development. Dennis McNamara seconded. Motion passed unanimously.*

**G. Assessment:** Krysti Reece, shared the committee had their professional development event "Online Assessment" on November 30. The event consisted of three workshops with 60 plus attendees. It was a requirement for stipend for Assessment Fellows. Krysti will be gathering thoughts and input from everyone who attended the event. Relationship with IUPI will continue into the spring. The committee will gear what they will do in the future and what faculty feels need to focus on. The event was to focus on Online Assessment, it also had ERL conversations. Faculty had breakout sessions in all three workshops. IUPI has a TC page for the Assessment Institute will be shared with senate members. The Assessment committee had their Final fall 2020 meeting on December 7, finalizing the committee goals and reviewed for this semester. The committee will:

- Continue with strength the sustainability of new structure
- Develop an avenue for sharing program and assessment data with the departments and disciplines
- Strengthen the processing of documentation for closing the loop (an area identified as something that need to be worked on)

Kyrsti stated the merge of the subcommittee programs and course outcomes and created the fifth committee related to assessment mentorship and outreach, responsible for collaborating in CTE. There are currently three membership vacancies:

- 1 Full-Time Librarian
- 1 Adjunct Member
- 1 Full-Time Arts and Science

Next meeting will be held on Monday's and will be posted at 3:30 p.m. There are 6 scheduled for spring semester posted on portal page.

**H. Online Education and Technology**- Justyna Koc shared that the committee met on December 2 at 2 p.m. Justyna gave an update to finalize the statement of purpose for senate members to vote. The committee is planning a series of Blackboard discussion/trainings over the spring semester. She encouraged all faculty members to use Blackboard Collaborate Ultra. The first session will be held on February 8<sup>th</sup>. They are offering two sessions per month; the first session will be on Blackboard Collaborate Ultra utilizing all its features. The committee discussed with Shelley Tiwari from CTE on the committee's role in assisting with the evaluating, online teaching credentials and training for the adjunct faculty member. The committee will evaluate the credentials and recommend a possible waiver for those who have completed the online training at other institutions. Faculty members were encouraged to share ideas, comments or concerns. The committee meeting will be held every first Wednesday of the month at 2 p.m. on the new Blackboard shell, with faculty encouraged to attend.

*Dr. Flaherty made a motion to accept the statement of purpose. Krysti Reece seconded. Motion passed unanimously.*

Justyna stated they are still looking for a Representative from Information Services and Systems and also Continuing Education.

Lauren Kosrow thanked Justyna for capturing and sharing the minutes, valuable information for the committee and campus to know the recommendations.

## OPERATIONAL ASSEMBLY REPORT

Kurian Tharakunnel, stated that Operation Assembly met on December 7. Kurian shared updates on the following committees:

- **Academic Affairs**- Reported that the virtual information sessions for the programs offered under the second Work Force Equity Initiative grant will begin 12/7/2020. The ICCB & IDHS awarded Triton College over \$118,000 for equipment and later purchases to assist the transition to remote instruction delivery and increase student access to adequate technology and uninterrupted education. This fund was used for purchasing two semesters of virtual clinicals for Nursing, 57 laptops, 2 laptop charging carts, 21 cameras.
- **Student Affairs**- **No report**
- **Business and Facilities** – Business services completed the second round of encumbrance to the colleges purchase to be proactive for the colleges pending. The FY22 Budget planning process Cost managers and administrators have been meeting to plan their budgets for FY22. Budget worksheets are due December 16. The Budget presentations will be the first week of January 2021. All are welcomed to attend the presentations.

- **Human Resources-** The Professional Development Center will be hosting a virtual Holiday Tea Event on Tuesday, December 16 at 1:30 p.m. The Professional Development Center is also offering four supervisory courses via Blackboard:
  1. Conducting Effective Performance Appraisals
  2. Delegating successfully
  3. Consider Conflict
  4. The Transformative Power of Good Coaching

Guided Pathways reported on Pillar I- Clarifying the Path. The work group is moving forward with finalizing many program maps before the winter break. Final maps went into the curriculum meeting last week. More maps are to come in the February meeting. Guided Pathways Pillar II- New student orientation has been redesigned and is available for students online. Updates of the new student orientation are as follow:

1. Welcome video from President Moore
2. Campus information on COVID-19 safety measures
3. Areas of study as well as career course assessment

The student on-boarding process has been updated adding career course in the beginning of the process and enhanced with academic advising.

## NEW BUSINESS

A. No report.

### Announcements:

- Dr. Flaherty stated there will be no Academic Senate in January 2021. He reminded all that Academic Senate will be held on **Tuesday, February 9, 2021** at **2:30 p.m.** via blackboard.

## ADJOURNMENT

*Motion to adjourn by Mary Casey and seconded by Debra Krukowski. Motion Carried.*

Dr. Flaherty adjourned the meeting at **3:40 p.m.**

Respectfully submitted: Cassandra Ramirez  
Cassandra Ramirez

Minutes Approved: Dr. Michael Flaherty  
Dr. Michael Flaherty