CALL TO ORDER
Ms. Moore called the meeting to session at 2:02pm.

ATTENDEES
Present: Mary-Rita Moore, Donna Stadermann, Pamela Perry, Humberto Espino, Chuck Bohleke, Dr. Michael Flaherty, Sam Tolia, Patrick Gibbons, Maria Correa, Kay Frey, Baylee Cabrera, Kevin Kennedy
Absent: Pat Zinga, Bill Justiz
Others Present: Brenda Jones Watkins, Paul Jensen, Debbie Baness-King, Sandra Berryhill, Peter Jaswilko, Dr. Amanda Turner, Sara Gallagher, Shelley Tiwari, Corey Williams, Michael Garrity, Cheryl Antonich, Dr. Quincy Martin, Sacella Smith, Vanesa Smith

Mary-Rita Moore introduced the new student representative for the Council, TCSA President Baylee Cabrera.

APPROVAL OF MINUTES
The Minutes of the September 28, 2015 meeting were approved by unanimous voice vote.

HOT TOPICS
Kay Frey announced that it was brought to her attention that there was another campus shooting recently. She acknowledged the Crisis Management Open Forum and noted while she was unable to attend that she has been informed that there were several great ideas exchanged during the session. She asked the Council if the group thought that campus preparedness for crisis management should be something that the Council monitors and discusses on a regular basis. Mary-Rita Moore confirmed that there was a good turnout at the recent Crisis Management Open Forum and that AVP Quincy Martin, Co-Chair of the Crisis Management Committee collected all feedback and would be organizing that information into a document. She stated that this information would be disseminated to campus groups and committees, but that if the Council would like to have a member from the Crisis Management Committee to provide an update to the Council in support of ongoing dialogue that certainly can be added to the agenda. The Council confirmed they would appreciate having that on the agenda. Kevin Kennedy stated that when he went to sign up for one of the three Crisis Management Training sessions he noticed that two of the three sessions being offered were completely filled and thought this was a great indication of campus engagement over such a serious topic. Dr. Michael Flaherty stated that he doesn’t think the institution will need to push this topic too much, people are interested and will attend sessions because it is scary. He noted that he would like to see these trainings and campus preparations communicated to the adjunct faculty, as they may not be present for sessions but should be aware as they represent the largest employee group and the largest percentage of faculty members. Dr. Chuck Bohleke brought to the Council’s attention the need to make safety considerations in new campus renovations, giving the example of the newly opened demonstration kitchen which has neither a phone nor a panic button.
Pamela Perry announced that the Campus Quality Committee brought forward a concern regarding campus scheduling. Apparently faculty are scheduled in back-to-back courses that are in buildings spread out across campus, which makes it difficult to answer student questions and concerns after class due to them rushing to make it to a class in a distant building. They acknowledged that campus scheduling is a very complex system but wanted to bring forward the concern. Dr. Flaherty acknowledged that this concern was brought forward in Academic Senate as well and that those few minutes of time after class are key for addressing students’ questions and concerns. The majority of students do approach faculty after class and only 50% of those students would ever make it to office hours. Mr. Kennedy asked for clarity on how far these faculty were actually going between courses, whether it was just a couple buildings over, or actually across 5th Avenue to the other side of campus. Dr. Flaherty responded that he hasn’t seen many cases where faculty are scheduled across campus for back-to-back classes. Maria Correa suggested that faculty utilize the time right after the semester starts when classes are cancelled, to go back to scheduling and try to utilize the rooms that were held for courses that are now cancelled. Ms. Moore stated that this would put the responsibility on the faculty member and not the campus scheduling system. Donna Stadermann commented that she has received the same complaints in Human Resources, with faculty stated that the rooms next to their classes are empty and not being used. Ms. Stadermann stated that she directs these faculty to contact their department chair, as the rooms that appear empty may actually have courses scheduled. Ms. Moore informed Ms. Perry to report back to the Campus Quality Committee that Business Services will be reaching out to them to have further dialogue and analysis of this situation.

Ms. Moore asked the Council if they had any comments or feedback regarding the communication that was sent from her office regarding the State Budget Impasse. She stated that various employee groups would be having meetings to discuss ideas on how to counter the budget deficit due to the lack of state funding, but wanted to bring this topic to the table at College Council as well. She emphasized the importance of working together as a college community to forward ideas and suggestions because at some point the senior executives will be having to make some recommendations to the Board of Trustees on how best to continue providing the best resources and services to Triton students while still operating within fiscal means. Dr. Flaherty asked if at certain point, Ms. Moore would be calling a campus meeting on this subject. Ms. Moore responded that most likely she would meet with employee groups, perhaps something specifically for hourlies, but she would be willing to consider having a campus meeting. She did note that she would like to schedule a meeting when there was more information (than the recent communication) to report.

OPERATIONAL ASSEMBLY
Shelley Tiwari announced that the October meeting for Operational Assembly was moved to a later date, due to the Administrators’ Retreat last week, in order to avoid a scheduling conflict with administrators. As a result she had no report yet but would include the October meeting in her report next month.

ACADEMIC SENATE
Dr. Flaherty stated that the agenda states “actionable items” under the agenda item of Academic Senate, which isn’t applicable to that meeting. He began his report by announcing that the Curriculum Committee approved a new course called Rhetoric 097 which is for students who came very close to testing into Rhetoric 101 but did not, they will be able to take Rhetoric 097 while taking Rhetoric 101.
This will start in Fall 2016. Rhetoric 099 combines developmental reading and writing for students who need both, and will begin in Spring 2016. He also mentioned there is a new AAS in Biotechnology, the Lab Technician program now has a prior learning assessment catalog and will be available online. This is accessible at www.triton.edu/priorlearning. They are also looking to revise the final exam schedule with Vice President Olson. The Student Development Committee is working on the possibility of online textbooks. This is definitely a trend and something the Senate will be looking into very seriously. The Campus Quality Committee’s main concern was covered today during hot topics already. The 2016 Assessment Day will be March 4th, 8:00am -12:30pm. The Technical Advisory and Distance Education Committee is looking into a mentoring committee for new faculty especially those who will be teaching online. Dr. Flaherty stated the Senate keeps hearing that the institution need to expand online learning opportunities but the failure rate for online courses is nearly 40%. Dr. Flaherty stated that there has been rumors that Adult Education was closing and that Vice President Olson did announce that the rumor is false.

OLD BUSINESS

HLC MONITORING REPORT A
Ms. Moore announced that she received a response from the HLC regarding Monitoring Report A last Monday. The HLC found that in regards to section 1, the institution's response was sufficient. However, in section 2, they felt that the institution still needs to do work in regards to our travel policy and how that relates to our code of ethics policy. They indicated that in addition to our Monitoring Reports B and C that the institution will be demonstrating during their visit in 2017/2018, they are also requiring an additional embedded report that shows evidence that the review of our travel procedures is complete and that all board policies have been amended appropriately. Ms. Moore will be working on next steps to ensure that we have complied and we will show evidence of our progress towards that. She added that she has reached out to Kevin Kennedy and asked him to look specifically at travel-related items that fall under the Assessment of Business Practices and Policies. Dr. Flaherty stated that he didn't understand what this has to do with the institution's code of ethics. Ms. Moore responded that the HLC feels that the managerial function of travel policies should reside with the executive leadership of the institution and not with the Board of Trustees.

ASSESSMENT OF BUSINESS PRACTICES AND POLICIES
Mr. Kennedy stated that the process of changing some of the business office forms does relate directly to the concern on travel policy as stated by HLC. He informed the Council that the first form that he is looking at through this assessment is the budget form, but the other four forms are related to the travel policy. The team put together to look at these forms will be looking at how to simply the forms as well as decrease the number of required approvals. Mr. Kennedy also announced that Kay Frey, Bill Justiz, and Dr. Bohleke have volunteered to work on this team and he is also looking for a full-time faculty member to join the effort as well. In addition Danielle Stephens, Jim Reynolds and Michael Garrity of Business Services will also be assisting the efforts of the team. He hopes to have a rough template of the electronic budget transfer form to show the Council within a couple weeks. Dr. Bohleke suggested looking at the multi-layered carbon-copy forms seem to be a bit of an overkill, since everyone can scan and email any document.
NEW BUSINESS

STRATEGIC PLAN ACTION UPDATE

Paul Jensen was present to discuss progress on Strategic Direction 5.3 Develop and Implement Educational Pathways that Include Accelerated and Competency-Based Approaches. He gave an overview of the dynamics between the Department of Education and accreditation bodies like the HLC on developing a rigorous standard for competency-based education. He stated that Triton is taking the route of taking a competency and tying it in to a credit-hour course, as this seems to be the path of least resistance for the institution. There are a couple of curricula that have been identified for this direction. One is the Business Management Certificate and the other is the CyberSecurity Certificate Program. The way these would be developed is by breaking them down into the competencies that are essential to the course, come up with a list of assessments, then come up with the materials that will be used for the course. Those materials are being referenced to as curated content – moving away from standard textbooks and looking towards content such as websites, YouTube videos, journals, etc. There would be a faculty member who will act as curator and be responsible for stating that this is the collection of materials for this course. Mr. Jensen stated that there are still a couple of outstanding questions that will need to be worked through in this process. One example is the Department of Education announced that they would like to see regular and substantive involvement of the faculty with the student. This was a surprise, Mr. Jensen stated, as competency-based is somewhat moving at your own pace and rhythm. HLC will need to provide further direction on this, to see how much faculty members will need to do. Another question is, what will the support structure look like, as it impacts other areas such as tutoring, Enrollment Services, Academic Success. Mr. Jensen stated that there is a very detailed HLC application required, approximately 20 pages that will prevent them overlooking anything necessary to this development. Mr. Kennedy asked Mr. Jensen what he felt was the major benefit to the institution offering these types of programs. Mr. Jensen responded that this would provide a whole new pipeline of students, which would boost enrollment for the institution, and further support the complex mission of student success. Ms. Moore asked if Mr. Jensen had been giving sessions in the CTE about these efforts and how it had been going. Mr. Jensen stated that it has been going pretty well, he has had conversations with faculty as well as Academic Senate members and they have shown interest in the process and getting involved. Ms. Moore asked about timeline regarding when opportunities will begin to be available. Mr. Jensen stated that a timeline wasn’t created yet but he will be able to develop that in the near future. Dr. Flaherty added that HLC’s role in this process is what will probably hold things up, not so much the work going on at Mr. Jensen’s end.

HLC MONITORING REPORT C

Ms. Perry gave a presentation on Monitoring Report C, which covers Resources, Planning and Institutional Effectiveness. Please see the attached (appendix A). Detailed in this presentation was the new budget process for FY 2017, which is the transition to comparative budgeting which involves taking a holistic approach to evaluating funding proposals, priorities and resource allocation. She did inform the Council that Deans and AVPs will be reaching out to cost center managers soon to discuss needs of areas, so the process for next year will be starting extremely soon. Dr. Flaherty asked if this comparative budgeting process will replace what was done previously. Ms. Perry confirmed that it would but wanted to express that the institution wasn’t throwing out everything that was done in the
past with budget, but comparative budgeting will be the new model that the institution will follow. Dr. Bohleke reminded the Council that it is important to assess data and make budget changes based on what the data is telling us, and that this is something that accrediting bodies continually look for. Ms. Perry agreed.

OTHER
- none -

NEXT MEETING
November 16, 2015 at 2:00pm in B204/210

ADJOURNMENT
The meeting was adjourned at 3:13pm.