

**CALL TO ORDER:** Dr. Michael Flaherty called the meeting to order at 2:34 p.m.



**Members Present:** Lenier Anderson, Geri Brewer, Mary Casey-Incardone, Serpil Caputlu, Christopher Clem, Beth Dunn, Michael Flaherty, Rebecca Fournier, Geoff Hiller, Ruth Hallongren, Sandra Hughes, Lauren Kosrow, Julianne Murphy, Dennis McNamara, Jacqueline Mullany

**Ex-Officio Members:** Laura Del Campo, Susan Campos, Jennifer Davidson, Jodi Koslow Martin, Paul Jensen, Joe Klinger, Kevin Li

**Non-Voting Members:** Michael Garrity

**Guests:** Mary-Rita Moore, Brenda Watkins, Justyna Koc, Gretchen Reyes, Ayelet Miller, Angela Staunton, Derek Salinas-Lazarski, Derrell Carter, Purva Rushi, Pamela Harmon, Belkis Torres-Capeles

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## APPROVAL OF MINUTES

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Dr. Flaherty asked for a motion to accept the minutes of the November 12, 2019, Academic Senate Meeting. So, moved by Christopher Clem and seconded by Dennis McNamara. Motion carried.

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## COMMITTEE REPORTS

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- A. **College Curriculum:** During the committee's December 5<sup>th</sup> meeting there were 80 course revisions, 1 revised curriculum, and 1 deleted curriculum.

*Dr. Flaherty asked for a motion to approve curriculum. Dr. Susan Campos made a motion to approve curriculum, seconded by Dr. Jodi Koslow Martin ♦ Motion carried*

Julianne Murphy displayed a list of course outline prefixes with courses that have the old GenEd outcomes and will need to be revised in the near future. Julianne also mentioned that the contract and board policy indicate that courses should be reviewed on a yearly basis and that faculty is responsible for doing so. Courses are at risk of not being placed on the schedule in the future if they are not revised by March. Course outlines need to be revised and approved before the HLC visit on April 27<sup>th</sup>.

- B. **Academic & Scholastic Standards:** The committee is continuing discussions on placement testing policy. Currently the policy requires that all students take a placement test which interferes with students who are seeking degrees that don't require Math and English. The committee will be proposing a change to this policy in the beginning of the year.

Another committee discussion was the attendance policy. Beth will send out a survey attendance policy to solicit feedback from faculty.

- C. **Student Development:** Mary Casey shared that the committee hasn't been able to reach a quorum with only 2-3 attendees since they last met in November and will work on setting up another meeting for next semester.
- D. **Academic Support:** No Report
- E. **Campus Quality:** Jacqueline Mullany stated that a few issues were brought to the committee's attention during their November 21<sup>st</sup> meeting, such as:
- a. Confusion with admissions and enrollment roles.
  - b. Students indicated difficulty with flipping through the online college catalogs.
  - c. Lack of availability orientation materials for new faculty and lack of appropriate resource provisions available to new employees.
  - d. Suggestion for department contact information on bookmarks to help lost students.
  - e. Confusion on student club policies.
  - f. Signage around campus, i.e., testing center, tutoring.
  - g. Lack of baby changing stations in restrooms throughout campus.

Jacqueline is working with the appropriate people to help address these issues.

- F. **Professional Development:** Serpil Caputlu mentioned that the Outstanding Faculty selection form has been updated with a deadline to submit nominations by January 30<sup>th</sup>.

The committee has also finalized their plan for the Spring 2020 Faculty Workshop. Sessions will include Guided Pathways and HLC Focus Groups. There will also be two panel discussions; Addressing Student Challenges and College Resources. Representatives from the college were invited to run the panel discussions.

- G. **Assessment:** The committee last met on December 4<sup>th</sup> and Lauren Kosrow reported that there are five subcommittees working within the Assessment Committee and information can be found in the Assessment Committee portal page. Lauren gave a brief update on what the subcommittees are working on which includes assessments on general education outcomes, program and course level outcomes, proposal forms for faculty, learning improvement week and the HLC pre-visit report.
- H. **Technical Advisory/Distance Learning:** No Report

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## Operational Assembly Report

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Operational Assembly met on December 27<sup>th</sup> and Mike Garrity shared updates from the following committees:

- Technology - Spring registration is now open; teacher evaluations are being worked on as well as preparation of the 1098-T & W2 forms for the term.
- Diversity - Kaleidoscope will be working with Triton College and will be starting focus groups and listening sessions at the beginning of the year.
- Research-The Fall 2019 Fact Sheet and the Student Right to Know information are complete and available under the Research and Institutional Effectiveness portal page.
- The Workforce Equity Initiative (WEI grant) - Three new employees are part of WEI. Executive Director, Completion & Transitions Specialist and Employer Relations Specialist.

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## NEW BUSINESS

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Dr. Purva Rushi showed a presentation related to the HLC Focus visit coming up in April 2020 and gave a brief summary and timeline of what Triton has done since 2014 and the next steps to achieve recommendations in preparation for the visit. A pre-visit report will be shared during the Spring 2020 Faculty Workshop and afterward, campus-wide in order to spread continued awareness followed by engagement through mock visits.

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## ADJOURNMENT

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*Motion to adjourn. Second. Motion Carried.*

Dr. Flaherty adjourned the meeting at 3:25 p.m.

Respectfully submitted:

*Sandra Hernandez*

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Minutes Approved:

*Dr. Michael Flaherty*

Dr. Michael Flaherty