Academic Senate Report

CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at **2:33 p.m.**
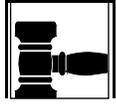
Members Present*:* Michael Flaherty, Ruth Hallongren, Julianne Murphy, Beth Dunn, Mary Elkins, Rebecca Fournier, Jacqueline Mullany, Angela Staunton, Dennis McNamara, Roseanne Feltman, Gretchen Reyes, Mohsin Habeeb, Patricia Knol, Sheldon Turner, Gail Krahenbuhl, Geoff Hiller

Ex-Officio Members: Susan Campos, Jeanette Bartley, Paul Jensen

Non-Voting Members: Kurian Tharakunnel, Erica Baffa, Kayla Gagliardi

Guests: Mary-Rita Moore, Brenda Jones Watkins, Selma Mehmedagic, Alexandria Terrazas, Daniele Manni, Derek Salinas-Lazarski, Sandra Berryhill, Hilary Meyer, Hunter Stuckemeyer, John Cody, Ty Perkins, Ayelet Miller, Lorena Gasca, Purva DeVol, Leslie Wester, Jennifer Davidson, Kevin Forman, Egla Barrera, Hector Hernandez, Justyna Koc

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **December 13, 2022,** Academic Senate Meeting. Ms. Gail Krahenbuhl made a motion to approve, seconded by Mr. David Anderson. Motion carried.

COMMITTEE REPORTS

A. **College Curriculum:** Dr. Julianne Murphy stated that College Curriculum met on February 2nd There was one curriculum revision:

- Minor Course Changes- C217D Radiology Technology AAS (2 courses-RAS 260 semester 3, RAS 253 semester 4)

Dr. Flaherty asked for a motion to approve the College Curriculum report, Ms. Gail Krahenbuhl seconded by Ms. Beth Dunn. Motion carried.

Dr. Julianne also shared other items updates:

- Next meeting March 2nd
  - March 6th is the deadline for the April 6th meeting to submit curriculum changes
  - A few program changes going thru Watermark

VP Campos announced the new Director of Curriculum and Assessment will begin before the next Board Meeting.

B. <u>**Academic & Scholastic Standards:**</u> Ms**.** Roseanne Feltman stated that the committee met on February 6th

- Continuing to work on the Syllabi Policy
- Meeting with Suzi and Julianne at the next committee meeting (March 6th at 1:30 p.m. in M142)
- Curriculum mapping- the committee members would like a detailed list
- Student representatives from the committee shared what they look for in a syllabus, grading scale, schedule of assignments, and late homework policy rather than a 20-page syllabus
- The proposed change in the course description- "Course Outcomes" change the wording to "General Education Learning Outcomes and Topical Learning Outcomes"
- IAI- has certain requirements in their syllabi (committee members discussed not every course is an IAI course, also, for students transferring to a non-IAI course it would be good to have it on the syllabus)

Dr. Flaherty shared that it is required by all departments; for his department, a detailed syllabus would make teaching difficult.

Ms. Jacqueline Mullany stated she served on the IAI committee. The number one reason why a syllabus was turned back by IAI was that the Topical area was too detailed.

Dr. Jeanette Bartley shared that the students would like to have a detailed "Topical Outline". Dr. Bartley stated that IAI had kicked back some Topical Outlines due to wanting more detail about what the topics were being taught. Dr. Bartley proposed "separate charts" that have the week or the session and a second chart more detailed or an addendum.

Dr. Anderson stated that we are not the only institution of Higher Learning in Illinois. Continued research on other 2 to 4-year institutions' implementation of syllabus requirements.

Ms. Beth Dunn stated it is not necessary to have a list of Topical Outcomes listed on a syllabus. Dean Bartley's suggestion is more practical.

Ms. Leslie Wester asked what happens to our individual academic freedom come into play if all of these details are in the master syllabus?

VP Campos shared that a syllabus is a tool that can be used and teach the student how to use the syllabus and become successful.

Dr. Julianne Murphy stated that there are accrediting bodies that need the Topical Learning Outcomes one of them is to articulate the course or transferrable to other universities, from the Curriculum department if a Master Syllabus is sent with no Topical

Learning Outcomes it will not be accepted by universities. There are accrediting bodies for Healthcare, Automotive, also, other curricula.

Ms. Roseanne also shared:

- Curriculum Mapping

Ms. Pat Knol shared that a syllabus went to IAI and the course learning outcomes were difficult to find. She gave an example of a week-by-week topic, readings with the chapter, and names with the assignments and primary source readings and went thru IAI.

C. **Student Development:** M**s.** Mary Casey-Incardone **was unable to attend.**
   *Dr. Flaherty shared her report***:**

- The committee met on Friday, February 10, via blackboard
- Co-sponsoring Campus Community Blood Drive-Wednesday, February 22nd from 10 a.m. to 3 p.m. in B101 all encourage to support and donate blood (you will be entered in a raffle to win a gift basket)
- Please contact Nurse Laura at ext. 3051 or Mary Casey at ext. 3811 with any questions

D. **Academic Support:** Mr. Christopher Clem was not present, Ms. Leslie Wester gave the report: The committee met on February 9th

- Reviewed late registration policies, research request of past 5 years data of pre-pandemic and current
- Mr. John Lambrecht will be joining next month's meeting to discuss the scheduling perspective on late registration
- Congratulations to Mr. Bill Nedrow has a new publication on Amazon
- Mr. Christopher Clem will be stepping down as Chair of the Academic Support Committee after this semester.
- If interested in becoming Chair, please contact Dr. Flaherty

E. **Campus Quality:** Ms. Jacqueline Mullany stated there was no report.

- Next meeting- Thursday, February 16th at 2:30 p.m.

F. **Professional Development:** Ms. Angela Staunton shared the committee met on January 26th

- Updating the Faculty Classroom Observation Form
- Discussion feedback received (updating current language)
- Process of reviewing 14 applications for Outstanding Faculty Awards both Adjuncts and Full-time. Winners will be by mid-March
- Next meeting Thursday, February 23rd at 2:30 p.m. virtually and F214

Ms. Gail Krahenbuhl asked if the form is ready.

Ms. Angela Staunton stated the committee is still working on the form and a draft will be emailed.

G. **Online Education and Technology**- Ms. Gretchen Reyes shared that the committee met on February 1st

- Discussed the New Online Course revised form which will include Online Courses as well as Hybrid Courses (8-week and 16-week courses) a vote to pass the form to come to Senate for recommendations
- UDL discussed ("*a letter was sent with a version of UDL and why the statement is on the form, which will be up for a vote*")
- Mr. Kevin Forman shared a short presentation on UDL (Universal Design for Learning):
    1. Multiple Means of Engagement (*Why We Learn*)
    2. Multiple Means of Representation (*What We Learn*)
    3. Multiple Means of Expression (*How We Learn*)

Ms. Pat Knol shared she would like more clarity in this form.

Mr. Kevin Forman shared he does not agree to change the wording "recommend". Stated the committee would need to discuss this further.

Ms. Gretchen Reyes stated that UDL is not "recommended", it needs to occur in Online classes to be an accredited course. It needs to be the framework of the courses and these standards are in our rubric and required to have our courses accredited.

Ms. Angela Staunton asked if this form is a new form or an old form, and when was the last time this form was created.

Ms. Gretchen Reyes stated the committee has worked on the form last semester. This form was last updated in 2021.

Mr. Kevin Forman shared that the form was updated in 2021-2022 and only updated the definitions of Online and Hybrid, face-to-face modalities of learning at Triton.

Ms. Angela Staunton shared that all the committee chairs, and members want to do what is best for the college, and including the UDL language, we have to constantly update our language.

Mr. Daniele Manni asked for clarification on two points: 1. New language includes ADA and UDL for what form? 2. The ADA standard is there some form of institutional support on the next online course or hybrid course I create is compliant, who will do that job? What is the current language of the UDL form?

Ms. Gretchen Reyes shared that this form will allow online courses but now can create a hybrid course. The Peer Review- Kevin will help with the online course development and once it's ready for review it goes to the Peer Review Committee.

Mr. Kevin Forman shared that the form only had ADA ("it must be required to meet ADA Regulations, the added component and incorporate UDL framework). Also, when a faculty member develops a new class they are responsible for closed captioning. Mr. Forman stated he can coach/guide faculty on many different ways of doing so. The faculty can include closed captioning after your session has been recorded in Blackboard (now called Class Collaborate).

Dr. Flaherty shared that Ms. Leslie Wester will be voting on behalf of Mr. Christopher Clem and Mr. Ty Perkins will be voting on behalf of Dean Pamela Harmon:

Dr. Flaherty asked for a motion to approve Ms. Gretchen Reyes's proposal, Ms. Beth Dunn and seconded by Ms. Jacqueline Mullany. Motion carried.

Ms. Gretchen Reyes shared that the next meeting will be held on Wednesday, March 1st, at 2:30 p.m. F214

Mr. Kurian Tharakunnel stated that **Operation Assembly** met twice in January and February and report to the following committees: (January)

- **Academic Affairs**: Reported that the review of faculty credentials is complete and is part of the HLC preparation. 30 students in the Health Careers Department had their pinning ceremony in December. Adult Education students received for the first time Triton email. Continuing Education has a new partnership with high schools to offer a 15-week Welding course.

- **Student Affairs:** Reported that the first graduation ceremony for Skill Enhancement and Employee Development program was held in January. The Dual Credit office moved from the F Building to A-125.

- **Business & Facilities:** Reported that during the spring enrollment no withdrawal for non-payment.

- **Technology:** Reported that Blackboard migration to Ultra is continuing. Almost 300 sections have migrated to Ultra. New tool for managing loanable technology- Microsoft in tune with this tool can monitor the devices loaned, if not returned they can be shut down. Smart Projector Flat Panels have been replaced with Smart Interactive Flat Panels. Waitlisting for about 400 sections was made available.

- **Research and Institution:** Reported that the Fall 2022 Factbook is now available on our webpage.

NEW BUSINESS

A.   **Announcements:**

Dr. Flaherty stated the next meeting will be on Tuesday, March 21st, at 2:30 p.m. via Blackboard Collaborate Ultra.

Dr. Purva DeVol was unable to present the Strategic Plan Mid-Year Update due to the time limit. The Strategic Plan Mid-Year Update will be presented at the next Senate meeting.

ADJOURNMENT

Motion to adjourn by Ms. Leslie Wester and seconded by Ms. Rebecca Fournier.   Motion Carried.

Dr. Flaherty adjourned the meeting at **4:06 p.m.**

Respectfully submitted: *Casandra Ramirez*
                                          Casandra Ramirez

Minutes Approved: *Dr. Michael Flaherty*
                                        Dr. Michael Flaherty