

CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at **2:33 p.m.**



Members Present: Mary Casey-Incardone, Rob, Connor, Beth Dunn, Mary Elkins, Michael Flaherty, Rebecca Fournier, Joyce Fritz, Ruth Hallongren, Geoff Hiller, Patricia Knol, Gail Krahenbuhl, Larry Manno, Dennis McNamara, Jacqueline Mullany, Julianne Murphy, Gretchen Reyes, Salvatore Siriano, Angela Staunton, Sheldon Turner

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

Non-Voting Members: Erica Baffa, Kayla Gagliardi, Hilary Meyer

Guests: Sandra Berryhill, Michael Crenshaw, Jennifer Davidson, Sandra Hernandez, Justyna Kohtz, Jodi Koslow Martin, Jason Lemberg, Mel Loucks, Mary-Rita Moore, Ty Perkins, Nancy Rizo, Hunter Stuckemeyer, Shelley Tiwari, Leslie Wester, Calvin Washington, Jessica Yoon

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **May 9, 2023**, Academic Senate meeting. Motion to approve by Mr. Dennis McNamara and seconded by Ms. Beth Dunn. Motion carried.

COMMITTEE REPORTS

A. College Curriculum: Dr. Julianne Murphy stated that the College Curriculum Committee met on September 7th

- There were no new items to vote on. There will be a few items for the October meeting.
- The committee discussed Dual Credit and the importance of reaching out to the high schools regarding curriculum changes. There are a few classes that are offered at the high school but not offered at the college.
- The list of inactive programs was discussed and chairs were encouraged to review inactive programs and either see if they can be reactivated (due to demand) or deleted from the college.
- Also, discussed courses that have not been offered in the last five years. They either need to be revised or deleted. If they are tied to another curriculum there should be a discussion with that chairperson before deleting.
- Watermark- Faculty encouraged to clean up any curriculum or course forms or master syllabus on Watermark prior to the HLC visit. Presentation of the Master Syllabus (formerly Course Outline). Master Syllabus is sent to the State, Sectional Syllabus is available for students with the instructor's information.

- B. Academic & Scholastic Standards:** Mr. Dennis McNamara stated that the committee met on September 5th no official meeting since there was no quorum. However, discussion on student use of generative AI.

Dr. Flaherty shared that his department has discussed the use of AI. Handing in a paper created with AI is considered plagiarism.

- C. Student Development:** Ms. Mary Casey-Incardone stated the committee met on September 8th
- Discussed membership, actively seeking student members.
 - Ideas for the FY24 and decided to co-sponsor of blood drive for Spring
 - Ideas from the Faculty Workshop on Neurodiversity sparked a discussion on pets.
 - Partnering with student clubs and organizations now that students are socializing more.
 - Meetings are held on the second Friday of the month via Blackboard at 1 p.m.

- D. Academic Support:** Mr. Christopher Clem stated the committee has not met yet.

The committee will meet on Thursday, September 14th

- E. Campus Quality:** Ms. Jacqueline Mullany stated that the committee has not met yet.

The committee will meet on September 21st at 2:30 p.m. via Blackboard all are welcome. Email Ms. Jacqueline Mullany at jacquelinemullany@triton.edu for the link.

- F. Professional Development:** Ms. Angela Staunton shared the committee met on Thursday, September 7th at 2:30 p.m.

- The committee has been working on creating the Full-time Faculty Observation Form and rubric. Administration, however, provided edits that were not previously discussed, and the committee considers this an overreach of shared governance, and the work is thus delayed. Tomorrow, members of the committee will meet with administration.
- The next meeting will be held virtually on Thursday, September 28th at 2 p.m.

Ms. Gail Krahenbuhl voiced her concern about how this happens when a committee is charged with creating a document. Also, she asked whether the syllabus that was agreed on last Spring was approved or not by the Senate and expressed concerned about the continued breaches.

VP Campos verified that the language agreed upon in the Senate is the same language that was forwarded for Board approval. Secondly, administrators used the exact language taken from the faculty-proposed version and converted it into a rubric making it more objective. Shared governance is faculty and administrators working together; it is not one-sided. The form has to be workable for both sides, faculty and administrators that use the form.

Ms. Gail Krahenbuhl asked if there is an administrator on the committee. Ms. Angela Staunton stated Ms. Shelly Tiwari. VP Campos shared that for clarification that she is a non-voting member. Ms. Shelley Tiwari offers input but, in her role, she does not evaluate faculty using these forms, the comments, and suggestions came from the deans.

G. Online Education and Technology- Ms. Gretchen Reyes shared that the committee met on September 5th on F214 and virtually.

- The committee also discussed AI
- Faculty can take Quality Matters Training (for updating online course development, and pedagogy).
- The next meeting will be held on October 4th, November 5th and December 6th from 2 p.m. to 3 p.m. F-214 or virtually.
- If interested in joining the committee please email gretchenreyes@triton.edu

Ms. Hilary Meyer stated that **Operation Assembly** met in August and September and reported to the following committees:

- **Academic Affairs**: Reported:
 - Title V ends September 30
 - Co-requisites and Embedded Tutors are now under the Academic Success Center.
 - Career Fairs- October 4th the goal is 90 employers
 - Adult Education: Collaborating with the library on a textbook loan program
- **Student Affairs**: Reported that the enrollment goal of more than 10,000 students has been achieved. We are now serving 10,033 students, an increase over the 9,471 number from last fall. We retained 69% of the first-time full-time students, giving us an increase of 10%. For first-time, and part-time students, their retention rate is 45%, offering a 3% increase.
 - FASFA workshops will be held on September 27 and 28 from 2 p.m.-4 p.m.
 - The Annual Corn Roast is on Wednesday, September 13 from 11 a.m. – 2 p.m. on the Student Center Mounds. Volunteers needed.
 - Mental Health Aid will be offered to staff on September 18 and 20
 - SEED graduation was held on August 17 with 10 graduates.
 - A library forum on Neurodiversity will be held on September 15. Members from Triton's district high school and public libraries will be welcomed. The forum will feature Dr. Lee Burdette Williams, Executive Director of the College Autism Network.
 - Laptops were all loaned out.
- **Business & Facilities**: Reported:
 - Trustee Honors students grew from 163 in 2021 to 262 in 2023.
 - Fall Family Fest is scheduled for September 30.
 - The final FY24 budget will be going to the September board. Budget transfers will be allowed beginning October 1. Cost center managers will be receiving FY25 budget information shortly.
 - Facilities wrapped up renovating the Tutoring lab in A-100 and completed window installations of some buildings on campus. Now working on the parking lot resurfacing project, and the Barber and Respiratory Care spaces in the H building.

- **Human Resources:** Reported:
 - October 10 is a faculty holiday. The campus is open and classes will be in session on November 7. Also, the college is open through December 23. Winter break runs from Sunday, December 24 through Tuesday, January 2.
 - Starting January 1, 2024, hourly employees will be able to accrue and earn PTO in accordance with state law. For every 40 hours worked, .25 hours will be earned for up to 8 days.
 - Sexual Harassment training will be sent to us soon.
 - The annual health insurance committee meeting will take place soon to discuss the annual increase in personal contributions.

- **Technology:** Reported:
 - Dual Credit is working with IT to change the way high school grade levels are tracked and is looking to revamp their enrollment process.
 - ReUp is an external vendor partnership with Triton College that's working on a new initiative to reach out to students, IT is working on data integration files.
 - A new mandate requires the college to release transcripts regardless of students having an outstanding balance. A new business hold will be created for students.
 - IT is planning on moving Self-Service to single sign-on but will have another MFA step.
 - Enhancements for the requisition process.
 - Faculty would like the ability to view previous terms of grading, IT is researching ways to allow this option,
 - IT is working on making the display of degree evaluation consistent in Self-Service with Colleague.
 - Online courses in Self-Service show TBD, IT is researching a new method to eliminate TBD's going forward.
 - Instructors were not able to upload grades for cross-listed summer CE sections. The issue was identified and IT is working on it.

- **DEI:** Reported:
 - Heritage Months will be kicking off this Friday beginning with Hispanic Heritage Month there is a wonderful selection of programming listed on the Hispanic Heritage Month page.
 - Launching next week is the Illinois Community College Diversity Commission Professional Development Series, which will be highlighting strategies and awareness for a variety of under-resourced populations.

- **Guided Pathways** Reported:
 - Featuring different people working in different ways to ensure student success across the college.
 - August, Jason Lemberg, Director of Early Alert and Intervention reported on CRM Advise.
 - September, Dean Julia Willis reported on TroyRide which is a program that offers free Lift drives for our students, and TroyMart an expanded food pantry.

- **Research and Institution:** Reported:
 - Fall 2023 10th Day Report and Spring 2023 Course Success Report are available on the portal.
 - Research completed the ICCB end-of-year submissions.
 - FY24 Goals were approved and they include:
 - Leading the process design for automating degree completion
 - Facilitate the implementation of relevant College Council recommendations relating to improving the student experience on campus.
 - Assist in emerging infrastructure upgrades and institutional compliance, as applicable.

Ms. Gail Krahenbuhl suggested purchasing more laptops since classes have not started yet and there are no more left to loan.

Ms. Meyer shared they are exploring ways to fund laptops on an ongoing basis and welcome any suggestions.

Ms. Beth Dunn stated she agrees laptops and calculators are needed for students who are unable to purchase them. Also, she stated "TBD" is listed on the portal for students' online courses, but there is another issue with the portal of dropping students for non-attendance has this been discussed?

Ms. Kayla Gagliardi shared she has been working with IT and changing some settings. The withdrawal before the mid-term tab, unfortunately, does not process the drops, suggested using the mid-term grading tab to enter in the "W". If having issues please email Kayla Gagliardi at midterms@triton.edu.

NEW BUSINESS

A. Announcements:

Dr. Flaherty shared:

The College Council needs a member for the Full-time faculty, the person cannot be from the Arts and Sciences department. This is an elective position.

Senate membership: There are senate seats that still need to be filled: Allied Health and the adjunct seat.

The Assessment Committee is still in need of a Chairperson. Senate will continue to discuss the Assessment.

We have one new chair from Operation Assembly, Ms. Hilary Meyer. Also, Mr. Dennis McNamara is the new chair for Academic and Scholastic Standards.

Dr. Flaherty shared going forward for any long reports, please share your bullet points with Ms. Casandra Ramirez.

Dr. Flaherty introduced Ms. Jessica Yoon as the new Director of the Curriculum and Assessment Committee.

Dr. Flaherty mentioned the discussion of Assessment will be included on the agendas for upcoming meetings.

Next meeting: Tuesday, October 12th at 2:30 p.m. via Blackboard.

ADJOURNMENT

Motion to adjourn by Mr. Rob Connor and seconded by Ms. Beth Dunn. Motion Carried.

Dr. Flaherty adjourned the meeting at **3:22 p.m.**

Respectfully submitted: Casandra Ramirez
Casandra Ramirez

Minutes Approved: Dr. Michael Flaherty
Dr. Michael Flaherty