

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



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

Ex-Officio Members: Susan Campos, Pamela Harmon, Paul Jensen, Joe Klinger

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

Guests: Sandra Berryhill, Richard Chan, John Cody, Elizabeth Collins, Rob Connor, Michael Crenshaw, Purva DeVol, Jean Dugo, Humberto Espino, Laura Fisher, Kevin Forman, Michael Garrity, Panos Hadjimitsos, Brenda Jones-Watkins, Denise Jones, Saadia Khan, Justyna Kohtz, Jodi Koslow Martin, Jason Lemberg, Mel Loucks, Selma Mehmedagic, Ayelet Miller, Mary-Rita Moore, Ivette Perez, Ty Perkins, Hunter Stuckemeyer, Alexandria Terrazas, Kurian Tharakunnel, Shelley Tiwari, Calvin Washington, Leslie Wester, Stephanie Wright,

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **November 14, 2023**, Academic Senate Meeting. Ms. Beth Dunn made a motion to approve, seconded by Mr. Dennis McNamara. Motion carried.

COMMITTEE REPORTS

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

- Revised Curriculum: (4)
 - U224A14 ECE AA title changed to “Early Childhood Associate in Arts Transfer Pathway”
 - C220A ECE AAS title changed to “Early Childhood Career Pathway, Associates in Applied Science”
 - C417E Nurse Assistant -Program Prerequisite- replaced RHT 099 with RHT 101
 - C206J HR Management AAS (delete CIS 101 as an option, leaving BUS 107)

Ms. Leslie Wester asked for clarification for the Nurse Assistant: is it placement into RHT 101 or is it the completion of RHT 101?

Ms. Pamela Harmon stated they could place into it.

Ms. Erica Baffa asked why the introduction to programming CIS 101 was removed.

Ms. Gretchen Reyes stated CIS 101 was removed to BUS 107 because this is an HR Associate Applied Science degree and BUS 107 is what students would need.

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

Dr. Julianne also shared other items updates:

- Other Items
 - Courses offered at high school, but not on Triton's campus
 - Review Watermark Master Syllabi, Course Form, Curriculum forms are all accurate

B. Academic & Scholastic Standards: Mr. Dennis McNamara stated that the committee did not achieve a quorum
no meeting in December.

- Forgiveness Policy Proposal will be shared with the Senate at the beginning of 2024
- Generative AI will be shared with the Senate at the beginning of 2024

C. Student Development: Ms. Mary Casey-Incardone stated:

- The committee is putting together an Instagram page that will be connected to the Triton portal and other venues.
- The committee is looking for all members of the Triton community to publish pictures of themselves with their two-legged, four-legged, eight-legged, or no-legged creatures.
- The Blood Drive will be held on Wednesday, February 21, 2024. Location to be determined and time to be announced.
- Next meeting: Friday, February 2, 2024, at 1 p.m. via Blackboard.

Ms. Mary-Casey asked if each Senate committee needs a website for HLC.

Dr. Flaherty stated the Academic Senate has a page on the portal and each committee has a section in which each committee is responsible for updating.

D. Academic Support: Mr. Christopher Clem stated the committee will meet Thursday, December 14th.

- Follow up on last month's committee report: Engaging in a pilot survey program on how to record attendance. They received 11 responses.
- Please complete the survey by Thursday, December 14th

E. Campus Quality: No report.

F. Professional Development: Ms. Angela Staunton shared the committee met on November 30th at 2 p.m. on Blackboard.

- Outstanding Faculty Award Nominations are due Friday, December 15th
- Received 15 nominations so far
- Accepting proposals for any faculty interested in holding a breakout session on any topic on the Faculty Spring Workshop
- Visit from Associate Dean Mel Loucks from Arts & Sciences to discuss the Full-time Faculty Observation Form. The committee practiced using the form and discussed the pros and cons of the form.
- Received several emails from faculty regarding the ratings on the form and suggestions for the “Not observed” check box. Also, not representative of all disciplines on campus.
- The administration and the PDC agree that training should occur on how to use the form for those who will be evaluating.
- The form has been shared with all members.

Ms. Rebecca Fournier thanked the committee for the arduous process. Suggested: the requirement of a pre and post-meeting regarding the observation, there were concerns about the additional work duty and not contractual. The layout: there are currently 8 criteria for learning environment and organization and 7 for content delivery and student instruction. Suggested: line by line going through each of those criteria with the ability to have not observed on the same line. Reword: New Term Neurodiversity and Multi-modal. There are two phrases used within the review: providing all materials and equipment as well as using multiple instructional technologies.

Ms. Patricia Knol stated she received negative feedback on the post-observation form. Another concern was the rating scale.

Ms. Angela Staunton stated she would address any concerns.

Ms. Leslie Wester shared that in the counseling department, their observation is similar. In the past, meetings were not a requirement but optional. The contract on Page 47 Article 6b. 1. Tenured Faculty 2. Non-tenured faculty 3. Full-time Faculty members shall be evaluated regularly, see the faculty handbook for professional review procedures.

Ms. Mel Loucks shared some clarification on lines within each criterion it was suggested by the Professional Development Committee meeting to add the lines for readability state. They're meant to be examples.

Ms. Beth Dunn gave kudos to Ms. Angela for her hard work.

Mr. Dennis McNamara also gave kudos to Ms. Angela and the committee. Mr. McNamara shared his concerns with the evaluation form.

VP Campos shared that it is not an easy process to develop an evaluation form. She appreciates and applauds the efforts of everyone involved. She asks that we recognize that education is not stagnant, and we have to continue to move forward because our students are changing. We have to be professionals as administrators and faculty looking at how effective instruction is and how it can be improved and applaud where it is excellent.

Ms. Angela Staunton stated the form has changed several times over time. An open forum with the first original form over the summer was edited to make it user-friendly and the three columns were added. If the form does not pass today, a discussion should follow.

Dr. Flaherty's motion to vote for approval of the Faculty Observation Evaluation Form seconded by Ms. Gail Krahenbuhl. However, it did not pass.

G. Online Education and Technology- Ms. Gretchen Reyes shared:

- The committee continues to work on General Guidelines for the online course development
- In 2024 they will be working to create specific policies for Peer Review expectations for fully online course development and revisions.
- Dr. Kevin Forman will be moving on to an opportunity in the Instructional Design and Development Team at NIU.

- He thanked everyone for all the hard work in moving all the courses to ULTRA. This past year been working on several initiatives to further online education at Triton College and one of those was Quality Matters (discussion is ongoing).
- Ms. Reyes shared her committee will be taking a poll to possibly change the day and time of the committee meetings for 2024.

Ms. Hilary Meyer stated that the **Operational Assembly** met on December 11th and reported to the following committees:

- **Academic Affairs:** Reported:
 - Final Ultra Updates
 - Welcome the new Business & Technology Dean Panos Hadjimitsos.
 - Dual Credit has a new partner with St. Patrick's High School. They are offering ENT-110.
 - Continuing Education Spring Guide has gone to print.
 - Adult Education has 1200 new students. They also have 1000 testing appointments. ESL book processing is complete at the library.
 - Faculty and Staff attending conferences.
 - 150 students have social security numbers that haven't been disclosed.
 - Lexmark printer with translation to and from English and other languages has been ordered.
- **Student Affairs:** Reported:
 - Holiday Rush Registration students who register will be eligible for a free giveaway.
 - Super Saturdays begin January 13th and 20th from 9 a.m. to 3 p.m.
 - ISAC will be on campus to talk about the new FASFA on Thursday, December 14th, B204/210 from 9 a.m. to 1 p.m.
 - Library Thursday Film this week's film: is *Hip Hop Nutcracker*. *A list of showings is located on their website.*
- **Business & Facilities:** Reported:
 - The combined schedule was shipped last week. The Spring Campaign is posted on bus shelters.
 - Festival of Trees was a great success.
 - Cost Managers are encouraged to take the budget survey to provide feedback through Friday, December 15th.
- **Human Resources:** Reported:
 - In alignment with new legislation, PTO offerings for part-time employees and adjunct faculty will begin accruing on January 1st, 2024. There will be no absence

request forms required this will happen through the time entry cards. HR is working on depth training that will happen with all supervisors in the spring semester.

- Automating degree completion task force has been formed.
- **Technology:** Reported:
 - They are replacing 20 older smartboards. Work will begin between the end of December and January.
 - A Building Colleague Server update will be coordinated over winter break.
 - The M-Building virtual server environment work will be done in the spring.
 - Requisition approval will be moving to a workflow model.
 - Working with Cannon to update the Uniflow software platform. This will change the way the generic logins work with adjunct faculty and students.
 - Cold Fusion new server and software were completed last week.
 - Working with the Fire Science Department with 10 new AEDs.
- **Research and Institution:** Reported that the Fact Book has been finalized and will be published next week.
- **Guided Pathways:** Reported that Ms. Shelley Tiwari hosted along with Mr. Brent Damsz. the Director of the Testing Center and Ms. Dominique Dial, Director of CAAS presented the placement testing.
 - Current model includes 1 of 5 credentials, one is the placement test. In alignment with the State and ICCB. Our placement tests Accuplacer are unique for our institution, if taken elsewhere it will not apply to Triton. Routing is unique and cut scores are set up by faculty.
 - Ms. Dominique Dial offered that placement testing accommodations mostly involve calculator requests.
- **DEI:** Reported: Planning of Black History Month.
 - Partnering with a local middle school. More information to follow.
- **Student Representative:** Reported:
 - Faculty and students attended East and West Leyden High School Fairs last week advocating for student life participation as well as clubs and organizations.
 - Student Life will be participating in the Welcome Squad and Welcome Week in the Spring. Welcome Squad will be wearing purple “Ask Me T-shirts, and Welcome Week will include games and a hot chocolate bar.
 - Student Life in collaboration with TRIUMPH, and Surge will be hosting a Toy Drive. Donation boxes are outside of Student Life, 2nd floor B-Building as well as outside of Library.

- Troy Ride received additional funding.
- Accepting donations for Troy Mart located in A-106.

Dr. Flaherty had to leave the meeting and Dr. Julianne Murphy continued to moderate the meeting.

Mr. Christopher Clem shared a reminder to chairpersons that the deadline for removing courses for low enrollment occurs before Super Saturday.

NEW BUSINESS

A. Announcements:

Dr. Flaherty reminded members to please refrain from using the chat, if you have any questions please raise your hands.

B. New Business:

Strategic Plan Goal 1 Action Plan – Dr. Purva DeVol shared the Strategic Plan is in its final two years of the four-year Strategic planning.

Updates on Goal 1-Assuring Quality and Innovation in Teaching and Learning to increase student recruitment retention and completion. There are three Action Plan leaders.

- Dr. Kurian Tharakunnel-Action Plan 1
- Dean Jeanette Bartley-Action Plan 2 (will present in the next Senate meeting)
- AVP Paul Jensen-Action Plan 3

Dr. Kurian Tharakunnel presented **Strategic Plan Goal 1: Assure quality and innovation in teaching and learning to increase student recruitment, retention, and completion.**

Action Plan 1: Equip faculty with knowledge and resources to improve persistence and completion rates across all areas of study.

AVP Paul Jensen presented **Strategic Action Plan 3:** Deliver an 8-week course format to accommodate student's schedules.

Ms. Leslie Wester shared her concerns about the contractual aspect. Will there be a minimum requirement of enrollment to pilot to see how it works? Will there be enough time for all of the classes to be taken if offered in person? Also, for clarification, multiple start times throughout the semester.

AVP Jensen stated the larger issue that's confronting the state is losing students because we do not have a rolling start for students in general.

C. Assessment Update:

Ms. Jessica Yoon shared that 3-year assessment plans have been completed for all degrees and certificates with the exception of a few disciplines. Active courses will be assessed over the next 3 years. We are currently working on documentation of measurements and artifacts that will be used for the assessments. Results of the assessment are due institutionally on March 15th. Two new operational methods have been enabled through Watermark. One is integration with Blackboard and the other is an email request for data collection. General Education Learning Outcome Assessing this year is Global Outcome, more information forth coming.

Ms. Shelley Tiwari shared the Self-Assessment in PD form. This form is submitted to the Deans during faculty evaluation performed every two years for tenured faculty.

Ms. Beth Dunn asked when the form go into effect.

Ms. Shelley Tiwari stated the goal is in the spring.

Ms. Mary-Casey Incardone asked if the form had gone through the Professional Development Committee and who was involved. Also, can the form be sent to the faculty for review?

Ms. Shelley Tiwari stated the first draft was worked with deans, and reviewed by the chair of the Professional Development Committee, Ms. Angela Staunton, and Mr. Richard Chan. The form will be sent to faculty, any concerns or questions please contact Ms. Shelley Tiwari.

VP Campos stated the form should have been sent to senators by Dr. Flaherty. Also, she noted nothing was added to the form, it was reformatted to make it user-friendly.

Ms. Shelley Tiwari stated the form was not sent to senators as she was still making a few edits. The form was going to be presented today and then sent out to senators for further feedback.

VP Campos stated due to the form not being sent to senators, it cannot move forward at this time.

Dr. Julianne Murphy stated the senators will review the form and Dr. Flaherty can add this item to the next senate agenda in spring.

ADJOURNMENT

Motion to adjourn by Rebecca Fournier and seconded by Ms. Mary Casey-Incardone. Motion carried.

Dr. Julianne Murphy adjourned the meeting at **4:39 p.m.**

Respectfully submitted: *Casandra Ramirez*
Casandra Ramirez

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