

CALL TO ORDER

President Moore called College Council to session at 2:04 p.m.

ATTENDEES

Council Members Present: Mary-Rita Moore, Humberto Espino, Michael Flaherty, Jasmin Garcia, Michael Henson, Hilary Meyer, Susan Rohde, Purva Rushi, Kurian Tharakunnel, Shelley Tiwari.

Council Members Absent: Lakedra Love, James Malarski, Ty Perkins.

Others Present: Jennifer Davidson, Ernie Davis, Michael Garrity, Paul Jensen, Jodi Koslow Martin, Lauren Kosrow, Brenda Jones Watkins, Mary Wink.

APPROVAL OF MINUTES

Dr. Flaherty made a motion to approve the minutes of the March 21, 2022 College Council meeting, seconded by Ms. Tiwari. The motion carried unanimously by voice vote.

HOT TOPICS

Ms. Rohde reminded everyone of the employee Retirement & Recognition ceremony taking place on Thursday, April 28 at 2 pm in the cafeteria.

Lauren Kosrow asked if there will be a budget update soon. President Moore commented that cost center managers have put in a lot of work on the FY 23 Budget, and she expects there will be an update by the end of the month.

OPERATIONAL ASSEMBLY

Dr. Tharakunnel reported that the group met on April 11 and provided the following highlights. Academic Affairs reported that the Behavioral Science and Science departments are co-sponsoring a Behavioral Science Colloquium & Science Lecture Series on April 26 entitled, *Living Within the Environment: Michael Reynolds' Earthships*. Technology provided updates on several projects, including a waitlisting option for several classes that will start with fall registration, and the migration to Blackboard Collaborate Ultra. AVP Michael Garrity is here today and will give a report on several technology projects later on the agenda. Diversity reported that Kaleidoscope Group hosted two student listening sessions, attended by 31 students. The Guided Pathways Steering Committee is currently reviewing and preparing their recommendations for the institutionalization of Guided Pathways components. Research reported that the annual Student Satisfaction Survey will be out this week on Wednesday. The survey will be available to students until May 13, and Council was asked to help encourage students to complete the survey.

ACADEMIC SENATE

Dr. Flaherty reported on the following items from the April Academic Senate meeting. He (Dr. Flaherty) was re-elected as Chair of the Academic Senate for 2022-2023, which means that he will serve on College Council for 2022-2023 as well. Curriculum reported on program changes and the approval of four new certificates in the Computer Information Systems area. Academic & Scholastic Standards continues their discussion on a forgiveness policy. While full details are not yet available, there was clarification made that old classes (that are repeated) will stay on the student transcripts but won't be included in the GPA. Academic Support is looking at having a centralized online repository for all content required on a syllabus. Professional Development announced that Richard Chan was selected as Outstanding Faculty of the Year and Michael Mago as Outstanding Part-Time Faculty of the Year. Assessment is holding Learning Improvement Week activities this week and is working on course level outcomes and general education outcomes. Online Education & Technology is looking at the online revision of shells and hybrid courses.

President Moore congratulated Dr. Chan and Mr. Mago as the Outstanding Faculty and Outstanding Adjunct Faculty winners and noted that they will be honored at the April Board meeting as well as at the Retirement & Recognition Ceremony.

STUDENT SUCCESS

Guided Pathways Pillar 2: Ms. Meyer provided the following update on Pillar 2. Year three goals for Pillar 2 are: Pilot implementation of CRM Advise; Integrate program map templates in the academic student planning tool; and Implement and assess the redesigned First Year Experience (FYE). For CRM Advise, there has had a big increase in usage and training continues for staff and faculty. Initial training has begun for case managers as the business process for case managers is developed. Lines have been secured for text messaging through the system, and training will begin on that capability. A rough timeline of future CRM includes for summer 2022 – continued assessment of metrics and implementing text messaging; for fall 2022 – creating standardized reports and start planning the Student Experience which will be developed and tested through spring 2023 and then launched in summer 2023; and for fall 2023 – planning to include non-credit Continuing Education and Adult Education students. Communication plan flowcharts were shown, which will allow for data to be used strategically and the prioritization of items that impact enrollment and student success. The First Year Experience roadmap was shared, showing the different milestones a student will proceed through in their first two semesters. Now the FYE is being assessed and ways to gamify and incentivize are being explored.

Discussion began about the number of students required in a class section and whether this is part of Guided Pathways when a required course is involved. Noting that discussion about absolute numbers has been ongoing for years, President Moore commented that she encourages the conversation about how we can ensure that the courses our students need are offered and can be planned so students can follow their path. Ms. Moore acknowledged

that there is no magic number, and absolute numbers don't always prove to be the best decision, but generally, classes are 25 students and the minimum number is 16. Further conversation is encouraged with an emphasis on optimizing class size and the student learning experience.

Fall 2021 Student Check-In Survey Highlights: Ms. Meyer provided the following highlights. The focus of the check-in survey was course modality and scheduling, and online course offerings. It was sent to all credit students and 238 responses were received, 3.3 percent. Under academics, students expressed the need for flexible course modalities, and 33 percent said the type of class offering was most important. There was a high satisfaction with online offerings. Awareness of student support services varied. Things students want to help them succeed include financial support, flexibility and accessibility, communication, academic planning, and emotional support. The same number of students want more online courses as want more in-person courses. Ms. Meyer will be sharing information from the survey with the proper institutional committees to transform data into action.

OLD BUSINESS

None.

NEW BUSINESS

STRATEGIC PLAN QUARTER 3 UPDATE

Dr. Rushi commented that a brief update will be provided, and that all of the detail is available on the Strategic Planning portal page.

Dean Jennifer Davidson reported that for Goal 1. *Assure quality and innovation in teaching and learning to increase student recruitment, retention and completion*, embedded peer mentors has improved success rates and decreased withdrawal rates. A new evaluation platform is being launched to measure instructional satisfaction. Videos to showcase best practices are continuing with eight completed so far. Online courses are being developed in thirteen different departments, feasibility studies completed where needed, and curriculum development is in progress in several areas.

Dr. Rushi reported that for Goal 2. *Cultivate a diverse, equitable, and inclusive work environment that fosters employee engagement to support students*, DEI professional development has occurred for administrators, full-time faculty, adjunct faculty, classified, mid-managers, and non-bargained-for employees. The PDC and CTE continue to offer DEI professional development courses. A new Shared Values award has been created for employees, employee social events are held monthly, and new employee recognition and events websites launched in January 2022.

AVP Paul Jensen reported that for Goal 3. *Strengthen the College's relationships with the community and prepare students to enter the local workforce*, a series of "Getting Hired" panels have been held for Health Careers, Computer Information Systems, Hospitality, Science, and Business & Accounting. Two activities for high schools were planned: a Youth Leadership Conference which was held in February and attended by 10 schools and 200 students, and a Celebration of the Arts to take place this month. 90 students, which is full capacity, are expected for the Arts event for hands-on workshops on Digital Photography, Cinemagraphs, Digital Animation, Drawing, and 3-D Kinetic Sculpture.

MULTI FACTOR AUTHENTICATION IMPLEMENTATION

AVP Michael Garrity reported that as an added step in keeping Triton College data secure and protected against cyberattacks, the College will be implementing multi-factor authentication for all staff and students in May and June of 2022. This will be for email and all applications that use Triton College single sign-on, including Teams, OneDrive, Collegenet, Watermark, Blackboard, etc. Employees and student groups will be notified before MFA is enabled on their accounts, and there will be a "how-to" website for reference. President Moore commented that this presentation is to inform College Council, and there will be more information coming out about MFA, including detailed instructions to each group as the change occurs over the course of the next month.

PHONE SYSTEM UPGRADE

Mr. Garrity reported that the current phone system is beyond its end of life and is no longer supported, so must be upgraded. Migration from analog to IP phones has occurred over the past several years in preparation for this upgrade. The phone handsets currently in place will remain, with the backend hardware and software being replaced, so users will have to log into voicemail and follow the tutorial to setup a pin, record a greeting, and record a name, and any speed-dials will need to be re-programmed. The switch to the new system will occur on Friday, June 3, with the I.T. department spending the weekend updating and restarting each desk phone on campus.

COLLEAGUE WAITLISTING

Mr. Garrity reported that four courses will pilot waitlisting in the fall semester: AST-100, BIS-150, ECE-110, and EDU-206. Each section of those courses will be included in the pilot. How this works is when a student finds a class they want to enroll in and it is full, they will have the option to add themselves to a waitlist for the course. A student will only be able to waitlist for a single section of a course. If a spot opens, the student at the top of the list will be notified during an overnight process and will then have two days to register, or the seat will be offered to the next person. Faculty of waitlisted courses will be able to view a list of any waitlisted students for their class, and admissions staff will be able to generate reports of all waitlisted sections and students to help determine if additional or late-start sections should be added.

There was comment that communication will be important if there is to be a DNP, so students know in advance if they will be dropped from one of these classes. Mr. Garrity concluded that this is a pilot, and that assessment will take place and more courses will be identified for waitlisting for future semesters.

NEXT MEETING

The next meeting of College Council is May 16, 2022, 2:00 p.m. – 4:00 p.m.

OTHER

President Moore recognized Jasmine Garcia as she concludes her term as Student Representative, thanking Ms. Garcia for her attendance and participation, bringing the student viewpoint to Council, and institutional information back to TCSA.

ADJOURNMENT

Dr. Flaherty made a motion, seconded by Ms. Tiwari, to adjourn the meeting. College Council was adjourned at 3:43 p.m.

Respectfully submitted,

Susan Page