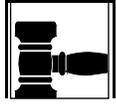


**CALL TO ORDER:** Dr. Michael Flaherty called the meeting to order at **2:33 p.m.**



**Members Present:** Michael Flaherty, Ruth Hallongren, Julianne Murphy, Justyna Koc, Mary Casey-Incardone, Beth Dunn, Mary Elkins, Rebecca Fournier, Jacqueline Mullany, Jennifer Giangregio, Salvatore Siriano, Christopher Clem, Angela Staunton, Krysti Reece, Lauren Kosrow, Dennis McNamara, Roseanne Feltman, Geri Brewer

**Ex-Officio Members:** Susan Campos, Jodi Koslow Martin, Paul Jensen, Pamela Harmon,

**Non-Voting Members:** Kurian Tharakunnel, Erica Baffa

**Guests:** Mary-Rita Moore, Brenda Jones Watkins, Purva Rushi, Sandra Berryhill, Geoff Hiller, Jennifer Davidson, Ty Perkins, Gretchen Reyes, Jean Dugo, Shelley Tiwari, Corinne Benedetto, Denise Jones, Leslie Wester, Daniele Manni, Hilary Meyer

## APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **December 14, 2021**, Academic Senate Meeting. Beth Dunn made a motion to approve, seconded by Lauren Kosrow. Motion carried.

## COMMITTEE REPORTS

- A. College Curriculum:** Julianne Murphy stated that College Curriculum met on February 3rd. There were two curriculum revisions:
- C407N A+ Microcomputer Technician certificate was reduced from 15 to 9 credit hours
  - C447I Truck Drive Train Repair certificate-increased from 21 to 26 credit hours with addition of one new course AUT 281
- New Courses ( 2 ):
    - AUT 281 Truck Drive Train Systems II -5 credit hours
    - MAT 065 Foundations of Algebra
  - Major Course Changes ( 1 ):
    - AUT 279 Truck Drive Train Systems-title change by adding “I”
    - AUT 281 Truck Drive Train Systems-title change by adding “II”
  - Minor Course Changes (2):
    - CIS 224 Managing a Network Environment-updated Gen Ed outcomes
    - CIS 226 Advanced Network Security-updated Gen Ed outcomes
  - Deleted Courses (15)
    - NUM 100,103,140,155,160,161,181,260,261,262,265,280,281,282,285

*Beth Dunn stated the MAT 065 title is incorrect. It should state MAT 065 Foundations of Algebra.*

*Erica Baffa asked if MAT 065 would be new base line, MAT 085 then a college level MAT with a*

*Co-requisite then college level. Instead of taking MAT 085 you can take college level MAT with the Co-requisite.*

*Julianne stated you would take MAT 065 or MAT 085.*

*Beth Dunn clarified the new levels into which a student can test:*

- *You can take one of the non-stem co-req if you qualify for MAT 085*
- *MAT 102 or MAT 170 co-req it is incorrect to take the MAT 110 co-req*

*Dr. Flaherty asked for a motion to approve the College Curriculum report, Krysti Reece seconded by Beth Dunn. Motion carried.*

Julianne also shared other items updates:

- Watermark update:
  - Catalog update-completed- scheduled to go live at the end of Spring 2022
  - New Curriculum Management Module- currently ongoing from CCC and TRC members are testing the curriculum forms on the Watermark platform feedback due February 17<sup>th</sup>
  - New Course Outline/Department Syllabus-Begin work in Spring 2022

**B. Academic & Scholastic Standards:** Roseanne Feltman stated that the committee met on December 1<sup>st</sup>.

- Two new student members
- New Director of Records-Nicole Beck
- Potential changes to the bylaws

**C. Student Development:** Mary Casey-Incardone stated that the committee met on February 3<sup>rd</sup>.

Identifying focus groups to engage students:

- What are they comfortable with here?
- Do they feel they belong?
- What can we do differently?

The committee is identifying a couple of students and reviewing the questions. Focus group will take place the end of February. Results will be presented on the next senate meeting.

Mary Casey encouraged faculty to send email to [marycasey@triton.edu](mailto:marycasey@triton.edu) with any questions.

**D. Academic Support:** Christopher Clem stated the committee has not met yet. No report.

**E. Campus Quality:** Jacqueline Mullany shared committee has not met yet. The committee will meet on Thursday, February 10<sup>th</sup> at 2:30 p.m.

Topics to discuss next meeting:

- Reviewing membership
- Old issues

Faculty encouraged to email [jacquelinemullany@triton.edu](mailto:jacquelinemullany@triton.edu) for the committee meeting link.

**F. Professional Development:** Krysti Reece shared the committee have not met yet. The committee will meet February 17<sup>th</sup> at 2 p.m.

Topic to discuss on the next committee meeting:

- Faculty Workshop feedback

**G. Assessment:** Krysti Reece shared the committee met on January 31<sup>st</sup>.

- Reviewed overall goals 2021-2022 Academic year
- Implementation of Watermark
- Progress with Assessment Fellows
- Strengthening processes of documenting on closing the loop
- Course level outcomes development
- Learning Improvement Week-April 18<sup>th</sup> thru April 22<sup>nd</sup> with in-person and virtual activities
- Peer review panel sub-committee-request for funding from Radiology which has been approved by the sub-committee
- GEN ED evaluation-the committee is evaluating information literacy
- 70 courses identified-instructors have been sent request for student artifacts. Faculty encouraged to check emails and reply as soon as possible. The artifacts have been streamlined; please send a copy of the assignment and Krysti will send the link to put in blackboard and students can submit themselves.
- Next meeting-February 28th

**H. Online Education and Technology-** Justyna Koc shared that the committee will meet on February 9<sup>th</sup> at 2 p.m. via Blackboard Collaborate.

- Committee members have been working and assisting AVP Paul Jensen overseeing Spring 2022 Online Course Development Project-The committee identified:
  - 20 courses
  - 20 developers
  - Matched with 10 peer collaborators
  - The expectations for the developers to continue working on designing their courses
  - The peer collaborators will meet every two weeks with developers
  - April 22<sup>nd</sup> –complete development stage-the courses will be turned to the peer review committee and piloted in the Fall 2022 semester
  - Two development workshops offered- December and February two more will be coming in March and April

Justyna shared feedback on the following:

- Protocol for Online and Hybrid Course Development
- Online and Hybrid Course Development Proposal Forms
- The committee will review the forms and forward to senate and deans

Next meeting February 9<sup>th</sup> at 2 p.m. and March 2<sup>nd</sup> at 2 p.m. via Blackboard Collaborate

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Kurian Tharakunnel stated that Operation Assembly met on January 18th and report for the following committees:

- **Academic Affairs:** Reported that CRM Advise has been launched this semester.
- **Student Affairs:** Reported that new retention alert system available for faculty.
- **Library:** Reported that it has moved to a single site on system for catalog and resource access both on campus and remote.
- **Diversity:** Reported that during the spring faculty workshop Kaleidoscope held three DEI training focused on Inclusive teaching and learning, and will offer additional trainings this semester.
- **Guided Pathways:** Reported that the committee is planning a retreat to discuss student's access initiative on how to institutional guided pathways processes.
- **Human Resources:** No report.
- **Research and Institution:** Reported that Fact Sheet available on the employee portal. The student right to know information is updated on the website.

## NEW BUSINESS

### A. Announcements:

Dr. Flaherty reminded faculty that spring is Election semester. The Senate chair is a one year appointment, while the Senate seats are for two years. Nominations are in April.

Dr. Flaherty stated the Senate will continue to meet virtually. The next Senate meeting will be on Tuesday, March 8, 2022, at 2:30 p.m. via Blackboard Collaborate Ultra.

Dr. Purva Rushi shared Strategic Plan Mid-Year Update for quarter 2

- **Goal I** presented by Dr. Jennifer Davidson-Assure quality and innovation in teaching and learning to increase student recruitment, retention and completion.
- **Action Plan 1-*Strengthening Instructional Engagement Across All Courses***
  - Peer mentoring
  - CTE-hosted 12 sessions over 100 participants
  - 6 full time faculty completed TILT cohort
  - 5 adjunct faculty completed ATLAS cohort
  - Invited Faculty of the year honoree to share their strategies
- **Action Plan 2-*Develop Courses, Degrees and Certificates in a Variety of Formats, Including Accelerated and Online Formats***
  - Three new credit certificates
  - Six new credit courses
  - Five non-credit courses
- **Goal II-** presented by Dr. Purva Rushi-*Cultivate a diverse, equitable, and inclusive work environment that fosters employee engagement to support studies.*
- **Action Plan 1- Expand DEI Professional Development**
  - Administrators training late last spring and last summer with Kaleidoscope Group
  - Professional Development from Kaleidoscope Group will be provided next month
- **Action Plan 2- *Increase social events and recognition for employees***
  - New Institutional Award-any employee can be nominated
  - Nominations forms at [www.triton.edu/sharedvalues.com](http://www.triton.edu/sharedvalues.com)
  - Nominees will be recognized April 28<sup>th</sup>
  - Monthly social events for employees thru PDC
- **Action Plan 3- *Conduct A 'DEI Audit' of Employee Policies and Procedures***
  - HR Board policies have been reviewed now moves forward to legal counsel to determine any DEI changes

*Lauren Kosrow asked for clarification on the processes of Goal II- What methodology how was the work completed– internal audit, or employee groups weighing in?*

*Dr. Rushi stated HR as a department reviewed HR board policies specifically to find any gaps for any classes of employees that were not previously named. Feedback is welcomed from all*

employees. Legal counsel will be providing the external perspective. Joe Klinger will send an update to faculty.

Lauren Kosrow also stated if legal counsel is still reviewing, should that point say “100% complete?”

Christopher Clem asked if a description of the audit process can be provided in a future meeting.

Lauren Kosrow-“Several board policies were reviewed with several updates to be recommended” have they been shared, do we know which policies have recommendations?

Dr. Rushi stated it has to go through legal counsel first and then shared.

Lauren Kosrow-For Action Plan 3, Point 1: what rubric or metric was used to determine completion / compliance? What does “equity lens” means?

Dr. Rushi stated that will be part of the communication shared with faculty.

Leslie Wester asked if there is a specific place where recommendations and updates can be provided.

Dr. Rushi stated the recommendations and updates should go to Joe Klinger in HR.

- **Goal 3-** presented by AVP Paul Jensen-two activities were included
  - Action Plan 1-** Host Triton Instructional Series in Academic and Student Development Areas
    - Celebration of the Arts Event-April 29<sup>th</sup>
    - Digital animation, Photoshop, Photography classes-T-building
    - Drawing and design and construction courses- J-building
    - 5 High Schools participating
    - Youth Leadership Event “Equip, Inspire, Empower”-February 25<sup>th</sup>-100 students registered
  - Action Plan 2 - Implement “Getting Hired”: Panel Discussions with Employment Professionals”**
    - Inviting employment professionals from different companies
    - What students expect during the interview process
    - Careers Panels Completed-Health Careers, Computer Science and Hospitality
    - Two Careers Panels scheduled this semester- Science, Business and Accounting

AVP Paul Jensen gave “kudos” to Julia Willis from Student Services.

Christopher Clem gave “kudos” to AVP Jensen.

Dr. Flaherty requested that when there is more information on Goal 2, it be discussed at a senate meeting.

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## ADJOURNMENT

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*Motion to adjourn by Dennis McNamara and seconded by Rebecca Fournier. Motion Carried.*

Dr. Flaherty adjourned the meeting at **3:21 p.m.**

Respectfully submitted: *Casandra Ramirez*  
Casandra Ramirez

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