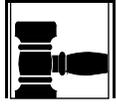


CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at **2:33 p.m.**



Members Present: Michael Flaherty, Julianne Murphy, Mary Casey-Incardone, Beth Dunn, Jacqueline Mullany, Salvatore Siriano, Christopher Clem, Krysti Reece, Dennis McNamara, Roseanne Feltman, Rebecca Fournier, Gretchen Reyes, Larry Manno, Angela Staunton, Gail Krahenbuhl, Catherine Sanders, Sheldon Turner, David Anderson, Patricia Knol, Geoff Hiller,

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

Non-Voting Members: Kurian Tharakunnel, Kayla Gagliardi

Guests: Mary-Rita Moore, Brenda Jones Watkins, Purva Devol, Humberto Espino, Justyna Koc, Hilary Meyer, Leslie Wester, Dr. Saadia Khan, Derek Salinas-Lazarski, Alexandria Terrazas, Aylet Miller, Justyna Koc, Selma Mehmedagic, Shelley Tiwari, Kevin Forman, Jennifer Davidson, Tracy Wright, Sandra Berryhill

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of the **October 11, 2022**, Academic Senate Meeting. Mr. Dennis McNamara made a motion to approve, seconded by Ms. Rebecca Fournier. Motion carried.

COMMITTEE REPORTS

A. College Curriculum: Dr. Julianne Murphy stated that College Curriculum met on November 3rd.

- **Major Course Revisions (3):**
 - CIS 103 Android Platform Application Development I (title to Android Application Development, description/prerequisite change)
 - BUS 102 Small Business Accounting (prefix to ACC102, title to: Accounting with Quickbooks, description)
 - HIA 150 Food Preparation Essentials & Theory (lecture from 3 to 1; lab from 0 to 4; description)
- **Minor Course Revision (2):**
 - AST 101 Astronomy of the Solar System (revised description, textbook, Topics, and Learning Outcomes)
 - AST 102 Astronomy of the Stars and Beyond (revised description, textbook, Topical Learning Outcomes)
- **New Course (1):**
 - CIS 108 Introduction to Python
- **Delete Course (6):**
 - CHN 102 Elementary Chinese
 - HIS 155 History of the Afro-American in the United States
 - HUM 105 Humanities Through the Arts II

- SPN 118 Study/Travels in Hispanic Countries
- SPN 190 Career Spanish
- SPN 296 Special Topics in Spanish
- **Minor Program Revision (s) (9):**
 - C207A Computer Information Systems AAS (*CIS 108*)
 - C207F Computer Network and Telecommunications (*added CIS 108*)
 - C207S Cybersecurity & Information Assurance AAS (*added CIS 108*)
 - C407J Web Design and Technologies Certificate (*added CIS 108*)
 - C407V Database Systems Certificate (*added CIS 108*)
 - C515C Windows Programming Advanced Certificate (*added CIS 108*)
 - C306A Accounting Assistant Certificate (*BUS 102 to ACC 102*)
 - C406D Entrepreneurship Certificate (*BUS 102 to ACC 102*)
 - C416A Bookkeeping Certificate (*BUS 102 to ACC 102*)
- **Major Program Revision (s) (2):**
 - C307D Executive Administrative Assistant Certificate (program description, BUS 102 to ACC 102; added BUS 151, BUS 285; deleted BUS 130, BUS 125; total program credits from 30 to 28)
 - C407D Administrative Assistant Certificate (program description, added BUS 131, BUS 141; deleted ACC 200, BUS 103, BUS 104; BUS 102 to ACC 102; total program credits from 17 to 18)

Dr. Flaherty motioned to approve the College Curriculum report, moved by Mr. Christopher Clem seconded by Mary Casey-Incardone. Motion carried.

- **Other Items:**
 - The committee discussed if anyone makes a revision to a dual credit class please notify the Dual Credit Office
 - Proper Seat Time: On Campus and Online
 - 1 lecture hour=1 total credit hour= 15 hours of seat time
 - 1 lab hour= ½ total credit= 15 hours of seat time
 - 2 lab hours=1 total credit= 30 hours seat time
 - Online Course Development: (7 Courses)
 1. ECE 118 Health Safety and Nutrition (3 credits)-Ayelet Miller-fall 2022
 2. CIS 176 LAN Administration Windows (3 credits)- Michael Sletten- fall 2022
 3. CIS 179 Linux System Administration (3 credits)- Michael Sletten- fall 2022
 4. CIS 177 Introduction to Linux (3 credits)- Michael Sletten- spring 2023
 5. ECE 121 Language Experiences for Young Children (3 credits)-Mary Williams- spring 2023
 6. ECE 233 Creative Activities for Young Children (3 credits)- Jo McCray- spring 2023
 7. ACC 252 Intermediate Accounting II (4 credits)- Justyna Koc- spring 2023
 - Outstanding Courses (17)
 - CIS 111, 140, 142, 178, 200, 206, 215, 221, 229, 265, 268, 269
 - CJA 140
 - ENV 150
 - IND 199
 - SPN 151, 152

There are five courses not being offered, revising the curriculum.

Dr. Flaherty asked if the five courses would need to be deleted and not revised.

Dr. Julianne Murphy stated either would-be revised or deleted.

Ms. Mary Casey-Incardone asked what is the course ENV.

Dr. Sheldon Turner stated the ENV is Environmental Science.

Ms. Mary Casey-Incardone asked if this is the only course with that title or other courses with that title. Is it a new course or a revised one? Also, it was not in the catalog.

Dr. Sheldon Turner stated it's been around for a number of years but not offered. Mr. Turner stated he will look into the course not being in the catalog.

B. Academic & Scholastic Standards: Ms. Roseanne Feltman stated that the committee met on October 25th

- Syllabus Policy- Ms. Roseanne stated the committee had agreed upon the Syllabus Policy change, however, the committee had a new member and added *requiring topic* to the Syllabi.
- Dr. David Anderson is waiting for feedback from other community colleges on how they have Syllabi requirements as far as requiring topics. No other community colleges have that policy.
- The committee revisited the Forgiveness Policy. It was decided to agree on criteria, and write up a proposal, with the eventual goal of adding a new records policy if this is approved by the Senate.
- The committee discussed days of the past when the committee met in person and had productive conversations that yielded a high output.
- Next meeting: November 22nd at 2 p.m.

Dr. Flaherty suggested that when someone is going to be absent contact, Ms. Feltman and express any concerns they have.

Ms. Feltman said that the committee had a quorum, for those that are not present there should be an urgency to be present.

Dr. Flaherty stated if someone will not attend the committee meeting they could communicate and share any problems with the agenda and relate it to the committee.

Dr. Flaherty suggested the core solid group should continue working, and people who are not part of the solid core group should communicate with Ms. Feltman.

C. Student Development: Ms. Mary Casey-Incardone stated that the committee will meet on Friday, November 18th at 1 p.m. via Blackboard.

- Everyone is welcome to attend please email marycasey@triton.edu for the meeting link
- Next meeting: December 9th

D. Academic Support: Mr. Christopher Clem stated the committee met Monday, November 7th

- Dr. Tharakunnel joined the meeting and shared with the committee the annual goal of reviewing the Late Registration policy.
- Next meeting: Monday, December 5th at 9 a.m. in E-20 or via Blackboard. Ms. Shelley Tiwari will join the committee meeting to discuss peer institutions and how they handle alternate format classes.

E. Campus Quality: Dr. Jacqueline Mullany shared the committee updates:

- Discussed reviewing the committee structure
- Dr. Jacqueline Mullany will remain as Chair
- Division of responsibilities- Dr. Mullany thanked Ms. Christina Brophy and Ms. Jennifer Smith for stepping up dividing and conquering the different responsibilities.
- Safety concerns: discussed prominent aspects of committee discussion and work. The Safety and Security Issues presentation at the fall workshop was well received and should be repeated at future Faculty workshops.
- Discussion of neuro-diversion students particularly a better understanding on behalf of faculty.
- Next meeting Thursday, November 17th at 2:30 p.m.

Greening Committee updates:

- The committee met on November 11th
- Earth film festival Ay Mariposa Online Film Festival
- Ongoing issues with birds- timers were installed in the lower level of the B building and bridges. Automatic timers are set to turn off lights from 11 p.m. to 6 a.m.
- Working on reorganizing the reuse-it room
- Next meeting: Wednesday, December 16th at 2:45 p.m.

F. Professional Development: Ms. Angela Staunton shared the committee met on October 27th at 2 p.m.

- Planning the Spring Faculty Workshop which will be held on Friday, January 13, 2023.
- The OETC Committee asked if they can bring the Blackboard Ultra conversion to the Spring Faculty Workshop, and the committee agreed.
- The committee is proposing how high-impact practices are implemented in classes
- Process in revising the Classroom Observation Forms- the committee viewed several neighboring colleges' forms online. Also, what a performance review at a corporate level
- Subcommittees were formed to work on different categories and pages of the Classroom Observation Forms and will discuss them at the next committee meeting on Thursday, December 1st at 2 p.m.
- Outstanding Faculty Award form was emailed to students and all faculty. 78 nominations were received. The form will close on November 28th. All the nominees will be contacted and have time to apply for the award. Applications are due in February.

G. Assessment: Ms. Krysti Reece shared the committee met on October 24th

- The Librarian's seat has been filled
- One vacancy in Arts & Sciences for voting members
- GEN ED- collecting artifacts this semester
- Working on Watermark systems
- Peer review panel all forms have been updated for this academic year
- Learning Improvement Week is now *Learning Improvement Days* will be hosted on December 2nd from 10 a.m. to 2 p.m. followed by an extended Watermark workshop (workshop-all levels of assessments, general education, program, and course levels)
- The committee is working on defining successful programs and courses
- Discussing Assessment Fellows process, stipends, and general support

Dr. Flaherty shared with the Senate members that Ms. Krysti Reece has stepped down as chair at the end of this semester as she will be leaving Triton. Anyone interested in the Assessment Chair, please contact Ms. Krysti Reece.

Ms. Gail Krahenbuhl shared that Ms. Krysti Reece has been a blessing to Triton and is sad to see her go.

H. Online Education and Technology- Ms. Gretchen Reyes shared that the committee met on November 2nd.

- The committee would like to move the Online TimeLine Version 8 forward for Senate vote. This will provide faculty with a specific period of time when creating an online course.

Dr. Flaherty asked motion to approve the Online TimeLine Version 8. Ms. Gail Krahenbuhl made a motion to approve, seconded by Mr. David Anderson. Motion carried.

- The Peer Review Committee, was moved two years ago. TADAC was the previous online committee. VP Campos and Dr. Julianne Murphy have both agreed that the Peer Review Committee comes back as a sub-committee to the OETC.
- Discussed different modalities: Hybrid courses.
- Ultra-Course Conversion continues.
- VP Campos will send out a letter asking for ION/Quality Matter to join the Peer Review Committee
- Two new members joined the committee: Chris Lilly and Gabe Guzman
- Next meeting: December 7th at 2 p.m. F214 or virtual

VP Campos asked if there are hybrid courses going through the board approval process.

Ms. Gretchen stated she misspoke, people are filling out the paperwork.

VP Campos highly encourages everyone to step up while converting courses. If interested in a course you co-own, please contact Casandra Ramirez or VP Campos, or your dean. We would have to ask other people to do those courses if nobody is stepping forward.

Ms. Reyes stated that the Peer Reviewer is to make sure the courses are updated to what has changed in the last couple of years with the HLC.

Ms. Gail Krahenbuhl asked for those that are interested in hybrid courses, is it on hold, or are we not having them, are going through the online approval process for the online courses?

Mr. Kevin Forman encouraged everyone to start working through a syllabus. At least fifty percent of the course is going to be online, with assessment and activities, lectures and demonstration of materials.

Ms. Gail Krahenbuhl asked if working on the syllabus when should happen, should it happen in January or the spring semester for a possible fall pilot.

Mr. Kevin Forman stated that procedure and policy aside at Triton, once the form is approved then we can get going with the course development. Mr. Forman encouraged everyone to contact him to discuss this further.

Ms. Jacqueline Mullany shared that as a reviewer, the new review process that is in place is much easier to manage.

VP Campos shared that the concern to the administration is understood that coming to campus is not a choice it is part of the class. Once the course is constructed if a student is not coming to class there have to be ramifications to their grades.

Dr. Kurian Tharakunnel stated that Operation Assembly met on November 9th and update the following committees:

- **Academic Affairs:** No report.
- **Student Affairs:** Reported that a total of 230 students were approved for the Trustee Honors Scholarship, which is a 41% increase from last year. A coffee vending machine is now available near the south entrance of the Library and a launch party will be in December. Robotics for Youth this is a popular free family event hosted by the Engineering and Technology Department held on Saturday, November 12th. The Men of Color Empowerment Summit was held at Triton on November 10th, and Elgin Community College, Kennedy-King College, and Waubesa Community College participated in this event.
- **Business & Facilities:** Reported that financial aid is trying to help students and employees filing out student loan forgiveness applications. Financial Aid conducted a FASFA night with 30 families showing up for the event. Also, hosting a Thanksgiving dinner for students who use the food pantry.
- **Human Resources:** No report.

- **Technology:** Reported that they are in the process of rebuilding the virtual server environments for Colleague and other servers. Still working on the CRM Advise Twilio integration platform. Wait-listing option for course sections currently 375 sections from 166 courses from spring 2022 have the wait-listing option. Also, working on curriculum maps for colleague projects. IT is working on replacing twenty old smartboards, which will be replaced with smart interactive flat panels during winter break.
- **Diversity:** No report.
- **Guided Pathways:** No report.
- **Research and Institution:** Reported that the Fall 10th-day report and Fact Sheet are available on the website and on the Research portal.
- Student representative reported that they raised \$4, 131 working with other community college students for Walks for Wishes organization.

NEW BUSINESS

A. Announcements:

Dr. Flaherty stated the next Senate meeting will be on *Tuesday, December 13, 2022, at 2:30 p.m.* via Blackboard Collaborate Ultra.

Dr. Purva DeVol presented to the Senate the HLC Reaffirmation of Accreditation.

- HLC validates the quality of all of our modes, locations, and degree levels of all our academic programs, and the institution as a whole, mission development and fulfillment soundness of governance structure, financial processes, and resources
- HLC has accreditation for just under 1000 institutions nationwide. There are two Pathways that the HLC accredits institutions through- Triton is on Standard Pathways (year 4 a team of HLC Peer Reviewers comes out the adherence to the Institution Accreditation criteria. (there are five criteria that all institutions are evaluated on). In year 10 specifically, they are looking at another 10 years of reaffirmation if successful.
- There are 4 parts of the Comprehensive Evaluation for ROA
 - Assurance Review
 - Federal Compliance Review
 - Student Opinion Survey
 - On-site peer review visit: *February 5th and 6th, 2014*
- There are five criteria and 18 core components:
 - Criteria 1: Focus on the Mission, how we develop it, internal and external involvement, how we publicly communicate it

- Criteria 2: Integrity: Ethical behavior of administration, board, faculty, and staff. Policy and procedures for student knowledge.
- Criteria 3: Teaching and Learning: Quality, Resources, and Support
- Criteria 4: Teaching and Learning: Evaluation and Improvement
- Criteria 5: Institutional Effectiveness, Resources, and Planning

All faculty and staff are welcome to join a core component committee. Different aspects of the committee involved collecting evidence, writing narratives, or being involved in the visit. If interested please contact Dr. Purva Devol.

Criteria Leaders:

Dr. Purva DeVol (Criteria 1 and 2)
AVP Paul Jensen (Criteria 3)
Dr. Jennifer Davidson (Criteria 4)
Ms. Colleen Rockafellow (Criteria 5)

Other:

Ms. Leslie Wester asked if creating Land Acknowledgment to use as an institution, is to be included at the beginning of presentations.

Dr. Flaherty asked if any chair is interested in doing a Land Acknowledgment please contact Ms. Leslie Wester.

ADJOURNMENT

Motion to adjourn by Ms. Catherine Sanders and seconded by Ms. Gail Krahenbuhl. Motion Carried.

Dr. Flaherty adjourned the meeting at **3:49 p.m.**

Respectfully submitted: Casandra Ramirez
Casandra Ramirez

Minutes Approved: Dr. Michael Flaherty
Dr. Michael Flaherty