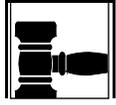


CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at **2:31 p.m.**



Members Present: Michael Flaherty, Ruth Hallongren, Julianne Murphy, Beth Dunn, Mary Elkins, Rebecca Fournier, Jacqueline Mullany, Angela Staunton, Mary Casey-Incardone, Dennis McNamara, Roseanne Feltman, Gretchen Reyes, Patricia Knol, Sheldon Turner, Geoff Hiller, Salvatore Siriano, Catherine Sanders, Selma Mehmadegic, Mary Elkins

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

Non-Voting Members: Kurian Tharakunnel, Erica Baffa, Kayla Gagliardi

Guests: Mary-Rita Moore, Brenda Jones Watkins, Alexandria Terrazas, Daniele Manni, Sandra Berryhill, Hilary Meyer, Hunter Stuckemeyer, Ty Perkins, Purva DeVol, Jennifer Davidson, Justyna Koc, Sandra Brown, Humberto Espino, Jodi Koslow Martin

APPROVAL OF MINUTES

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

COMMITTEE REPORTS

- A. **College Curriculum:** Dr. Julianne Murphy stated that College Curriculum met on March 2nd in the CTE.
- Reviewed Watermark- Fully using Watermark this semester. There's been a few issues with logging in and assigning roles.
 - **Course Deletion: (1)**
 - CO2 142 Construction Contract Documents (course not needed any longer and moved to CO2 248)
 - **New Curriculum: (1)**
 - C44AZ Engineering Technology Robotics Welding (22 credit hours certificate consisting of 6 courses)
 - **New Courses: (2)**
 - ENT 209 Robotic Welding Fundamentals (4 credit hours, 3 lectures, 2 labs)
 - ENT 211 CNC Plasma Fundamentals (3 credit hours, 1 lecture, 4 labs)

Dr. Flaherty asked for a motion to approve the College Curriculum report, moved by Ms. Mary Casey-Incardone seconded by Ms. Beth Dunn. Motion carried.

Dr. Julianne Murphy stated working with Ms. Suzi and Dr. Sarah Brown in Watermark, learning about a few issues that will be taken care of in the future.

B. Academic & Scholastic Standards: Ms. Roseanne Feltman stated that the committee met on March 6th

- Continuing with Syllabus Policy
- Committee members researching syllabus requirements at other local community colleges and universities. Every school that they researched other than Joliet Junior College has detailed topical outcomes in their syllabi.
- The committee's major concern is in favor of adding a detailed topical outcomes list to our syllabi is transferability along with students being informed what they are learning each week.
- Several examples of courses shared with the committee: displaying what the inclusion of a weekly topical list would look like. However, student members opposed stated it had too many details.
- There is also inconsistency among different courses here at Triton in terms of how topical outcomes of the courses are listed.
- Next meeting: Monday, April 3rd at 1:30 p.m. M-142F or Blackboard (hoping to vote on the verbiage).

Dr. Flaherty stated the possibility of using IAI and ICCB depending on the course.

Ms. Roseanne Feltman stated if we follow the wording in IAI it states "there's a detailed weekly schedule that goes beyond section titles and it includes action words".

Dr. Julianne Murphy wanted to clarify to the audience knows that they are speaking about the sectional syllabus and that's the debate. The master syllabus the topics and topical learning outcomes will still be necessary they debating if it should be on the sectional.

C. Student Development: Ms. Mary Casey-Incardone stated that the committee met on Friday, March 10th at 1 p.m. via Blackboard

- February Blood Drive Event- discussed the possibility of hosting again next semester
- April Event will be kept a secret until all details are finalized (it will be relaxing and fun)
- Next meeting: Friday, April 21st at 1 p.m. via Blackboard- all interested in attending, please reach out to marycasey@trtion.edu for the link.

Ms. Erika Baffa asked will the same company be used for the blood drive this term or the next.

Ms. Mary-Casey stated probably it is the only company doing a blood drive. Please reach out to Nurse Laura or Ms. Mary-Casey if anyone knows of other blood drive companies.

D. Academic Support: Mr. Christopher Clem stated the committee met on February 9th

- The committee had two special guests Mr. John Lambrecht and Ms. Fran Braglia to discuss late registration and the potential of having a 14-week course format so that if students do not register on time for the start of the semester they have an option.
- Next meeting: On April 13th Dr. Tharakunnel will be visiting the committee and sharing a Data Poll on how the registration policy over the pandemic and how it impacted student success.

Dr. Flaherty shared that Mr. Christopher Clem will be stepping down as Chair at the end of the semester.

E. Campus Quality: Ms. Jacqueline Mullany stated the committee met on February 16th

- **Greening Committee:**
 - Tree Campus- the committee will be choosing a Tree to plant for Tree Campus please email Nancy Rizo at nancyrizo@triton.edu with any suggestions
 - Earth Day- Saturday, April 22nd there will be a campus-wide trash pick-up day. Please contact the committee with any Earth Day ideas
 - Recycling Audit- If there is a room that does not have a recycling bin, please reach out to the committee.
- **Campus Quality Committee:**
- Membership does not match with committee bylaws discussed- missing a student representative along with representatives from Student Affairs/Academic Affairs
- Suggestion to aid cash-strap students in choosing courses it was discussed that some universities use an icon alerting students about courses that they do not need to purchase or rent textbooks. It will help students with financial struggles.
- Large delay in getting keys for classrooms, but we have a new locksmith on campus
- Air quality issues in some offices in G218-report adverse symptoms of migraines, heart palpitations, and fumes that have been sensed by some faculty. Faculty instructed to contact their appropriate deans.
- Exterior maintenance issues- uneven pavement by the T-building, and potholes by the R-building. Triton has a contract that will address fixing all lots.
- Training for faculty with neurodivergent students- Ms. Hilary Meyer has taken the lead.
- Next meeting: March 23rd at 2:30 p.m. and April 27th

Dr. Flaherty suggested if possible the use of icons, to include or combine two different icons that also have a threshold with low cost. There are a lot of courses that cannot run with no text.

Ms. Jacqueline Mullany stated the “no-cost” is for the faculty that were able to find other resources to use in their classrooms.

- F. Professional Development:** Ms. Angela Staunton shared the committee met on Thursday, February 23rd at 2:30 p.m.
- Reviewed the survey results from Spring Faculty Workshop
 - Continuing to update and edit the faculty observation form
 - Congratulations to the winner of our Outstanding Full-Time Faculty Award: Mr. Salvatore Siriano in the Visual and Performing Arts Department-Music. Also, Outstanding Adjunct Faculty Award: Ms. Risé Sanders-Weir in the Visual and Performing Arts Department- Mass Communications Division.
 - Next meeting: Thursday, March 30th at 2:30 p.m. via Blackboard or F214

- G. Online Education and Technology-** Ms. Gretchen Reyes shared that the committee met on March 1st.
- VP Campos informed the committee that the New Online Hybrid Form has been approved.
 - Please contact Mr. Kevin Forman for the form, currently in the process of uploading it to the online instruction page in the Triton portal.
 - Reinstatement of the ION certification program- If interested in being ION certified, please reach out to Mr. Kevin Forman or Ms. Gretchen Reyes.
 - Purchasing a membership with Quality Matters
 - Continued discussion on streamlining and navigation of online courses

*Ms. Gretchen Reyes clarified that you do not have to update your **online** course to receive a \$700 stipend. However, if you feel your courses are out of date (online only) two or more years old e.g. not only converted to Ultra but freshen up your assignment, realized your courses are not ADA compliant, or that the UDL framework is not present or that the goal and objectives of each unit need updating or assignments for the lack of rubric, you should be compensated. However, if your courses have the above requirements it's within the last two years it isn't publisher content it does not need to go thru the compensation process of the peer review.*

Next meeting: April 5th at 2 p.m. in F214 or Blackboard.

Mr. Kurian Tharakunnel stated that **Operation Assembly** met on March 13th

- **Academic Affairs:** Reported that Adult Education students have access to Triton email addresses. Career Services is having a workshop series preparing faculty for the April 4th Career Fair.
- **Student Affairs:** Reported that during Spring Break, TRIO Students visited New Orleans and Triumph Students visited South Carolina. The Graduation Fairs will be held today from 11 a.m. to 3 p.m. also, tomorrow, Wednesday, March 22nd from 3 p.m. to 7 p.m.
- **Business & Facilities:** Reported that the committee on projections for FY24 with capital project list presented to the budget. Personnel budgets were sent to the Cost Center Managers, also, training is offered to Cost Center Managers on how to complete the personnel budget.

- **Human Resources:** Reported that the Retirement Recognition Ceremony will be held on April 20th from 2 p.m. to 3 p.m. The Cook County Clerks' Office sent out the Statement of Economic Interest to Administrators, Mid-Managers, and Chairpersons, the deadline to complete is May 1st. Classified and Mid-Managers had their in-service last week. The Summer workweek schedule has been sent out to all staff.
- **Technology:** Reported that they are working on integration between IET and Campus Logic platforms has been completed. They are working on upgrading the reporting service called ODS. Progress on self-service implementation to replace the portal and web advisor. IT will have a major network core replacement on April 7th.
- **Diversity, Equity, and Inclusion:** Reported that there are several Events taking place for Women's History Month. Professional Development Center: Providing Access to the University of Chicago's virtual Women Connect Conference on March 3rd. SURGE Symposium on March 23rd called EmpowerHER. Women's History in Films arranged by Triton Library. Also, Triton Library highlights women sharing their stories from March 27th thru March 31st showcasing faculty and staff. The Counseling and Wellness Support Services has put together quotes highlighting women and mental health on Triton's Instagram page. Also, Women's Alumni's spotlight.
- **Guided Pathways:** Reported that they are focusing on program maps on assessing the impact on student's success, this includes focus groups with the advisors as well as with students.
- **Research and Institution:** Reported that the FY22 ICCB Program review has been rolled out. The ICCB review schedule is based on the ICCB schedule for program reviews and many academic departments and support services. TRAC has two new dashboards available: the first dashboard provides information for student completions for the last ten years. The second dashboard provides program enrollment for the last ten years.

NEW BUSINESS

A. Announcements:

Dr. Flaherty shared the annual nominations to Chair the Academic Senate for the upcoming school year. Dr. Flaherty will contact anyone whose term is expiring (*there are no term limits however, anyone in the area represented has a right to run against you; if an agreement cannot be made then an election will take place*).

There is still no candidate for the Assessment Committee Chair.

Dr. Flaherty introduced Dr. Sarah Brown has been hired to work with the Curriculum and Assessment Committee.

VP Campos shared that the Learning Improvement Day has been scheduled for Friday, April 28th at Café 64 from 9 a.m. to 1 p.m.

Ms. Mary Casey-Incardone stated that Ms. Hunter Stuckemeyer from ECE is on the Committee working with Dr. Sarah Brown for the Learning Improvement Day. Any questions please reach out to Ms. Mary Casey or Ms. Hunter Stuckemeyer.

Dr. Flaherty stated the next meeting will be on *Tuesday, April 11th at 2:30 p.m.* via Blackboard Collaborate Ultra.

B. New Business:

Dr. Purva DeVol presented the Strategic Plan Mid-Year Update.

Dean Jennifer Davidson presented ***GOAL 1: Assure quality and innovation in teaching and learning to increase student recruitment, retention, and completion.***

- ***Action Plan 1- Promote effective and inclusive classroom instruction for all students***
- *The committee reviewed and discussed the list of high-impact practices from the AAC& U website.*
- *New 360 Peer-to-Peer cohort program for faculty developed to launch spring 2023.*
- *Working on a new process where faculty can provide information about all the professional development done outside of the CTE.*

- ***Action Plan 2- Develop flexible learning opportunities across courses in all areas of study.***
- *Working closely with the Online Education and Technology Committee.*
- *New project on flexible formats online, and face-to-face.*

Dr. Purva DeVol presented ***GOAL 2: Cultivate a diverse, equitable, and inclusive work environment that fosters employee engagement to support students.***

- ***Action Plan 1- Implement a supervisor training program that develops DEI skills and leadership.***
- *Professional Development Center piloted Supervising with Equity, a hybrid offering, in the fall.*
- *15 staff and faculty were involved in either the development or the pilot of the program. Two cohorts this spring for employees including faculty engaged in current supervisory roles or aspiring supervisors, we have 47 enrolled in the hybrid course offering through the CTE, and there will be a summer hybrid course offering.*

- ***Action Plan 2- Strengthen employee engagement through a culture of acceptance and openness.***
- *2 College Hours held in the fall with 63 in attendance.*
- *The College Hours were on SEEDS and Guided Pathways & Enrollment.*
- *96% of the 22 respondents reported satisfaction with the programs.*
- *2 more College Hours for the spring semester.*
- *Next College Hours: April 27th.*

Dean Hilary Meyer presented *GOAL 3: Strengthen the College's relationships with the community and prepare students to enter the local workforce.*

- *Action Plan 1- Organize institutional efforts that serve returning adult students.*
- Working on a "Design from Margins" framework.
- Surveyed current adult (25+) students to obtain insights on service impact.
- Working on increasing our education across campus on neurodiversity and autism.

- *Action Plan 2- Develop a community learning hub for neurodiversity to serve individuals of varying learning styles.*
- Identify the need for campus-wide education on neurodiversity as a strength-based paradigm, for people who are officially diagnosed with autism, ADHD, or learning disability or those who may not.
- Identifying grant funders.

Any questions on the Strategic Plan Update, please contact the Action Plan Leaders for Goals 1, 2, or 3. More information is on the Strategic Plan portal page.

ADJOURNMENT

Motion to adjourn by Ms. Rebecca Fournier and seconded by Ms. Catherine Sanders. Motion Carried.

Dr. Flaherty adjourned the meeting at **3:35 p.m.**

Respectfully submitted: Cassandra Ramirez
Cassandra Ramirez

Minutes Approved: Dr. Michael Flaherty
Dr. Michael Flaherty