

Members Present: Hilary Meyer, Purva DeVol, Mike Garrity, Joe Klinger, Jacqueline Lynch, Journey Manuel, Colleen Rockafellow, Kurian Tharakunnel, Shelley Tiwari.

Others Present: Brent Damsz, Dominique Dial, Denise Jones, Shekinah Lawrence, Jason Lemberg.

Meeting started at: 2:36 pm

Approval of Minutes

A motion to approve the minutes from the November meeting was made by Mike Garrity and seconded by Colleen Rockafellow.

Information Technology, Mike Garrity

- The new Interactive flat panels have arrived on campus and will be used to replace 20 older smartboards. Work will begin in December and will be complete in January.
- A Building Colleague Servers. Update the environment that virtual Colleague servers run on. Working with Payroll to coordinate downtime during winter break, while not impacting payroll.
- New hardware for M building virtual server environment has arrived on campus. IT is working on scheduling the best time during the spring term to cut over with minimum impact to students and staff.
- The programming team met with Ellucian in November regarding the requisition approval process. Requisitions will be approved only by people who are relevant to the cost centers through the new infrastructure.
- Working with Cannon to update the Uniflow software platform. This will change the way the generic logins work with adjunct faculty and students. IT is testing for ways to make a smooth transition with minimal impact, and targeting a January completion.
- Cold Fusion new server and software were completed last week.
- 10 new/refreshed AEDs to be deployed on existing locations on campus and latest hardware has joined the network with a hidden wireless SSID for them to connect to and be monitored through the portal. Working with Fire Science on this initiative.

DEI, Purva DeVol

- Initial planning stages of Black History Month
 - Partnering with a local middle school to create special events that will be showcased in February

Guided Pathways, Shelley Tiwari

- Brent Damsz, Director of Testing Center shared highlights about student placement testing and some revisions and updates that have taken place in the last couple of years.
 - Current model is in alignment with ICCB; High school GPA, ACT/SAT, Transitional Math & English in high schools, GED, and Accuplacer.

- Updates and changes:
 - Language regarding placement measures has been revised in order to determine if students need to take the Accuplacer by meeting one of the five criteria required by ICCB.
 - Single strand system terminology is now used instead of multiple measure system.
 - The Accuplacer version that is being used is specific to Triton College. Routing is unique (the order of test sections) and cut scores are setup by Math and English department faculty. Triton does not accept Accuplacer scores from other institutions due to not having corresponding alignment.
 - A remote test modality has been offered for Accuplacer since the campus closure in 2020 for accessibility. More students are being tested now through the Examity platform; 80% on campus and 20% remote compared to 50/50 when remote testing first started. Students are highly encouraged to take their placement test on campus to increase their success rate (on-campus success rate is 70% vs. around 20% remote).
 - Testing is also done in district high schools for dual credit as part of enrollment strategy initiatives.
 - A master chart handout of math and placement measures was distributed to the assembly.
 - Offsite FET (Facilities Engineering Technology) is a partnership with Local Union 399. The site is visited 3 times a year and is located on Chicago's south side. Certificate/Associate Degree program offered there.
- Dominique Dial, Director for CAAS spoke on how accommodations impact placement testing for students. CAAS wants to make students aware that they can receive accommodations and retake the test if needed. Students are encouraged to contact CAAS prior to their placement test appointment. Most testing accommodations are for extended time. Because placement tests are untimed, this accommodation does not apply. Most placement test accommodations, therefore, are related to having a calculator.

Research, Kurian Tharakunnel

- The Fact Sheet has been updated for the current year and is available on the webpage in the about page with a link to the sheet. The same document will be available in the portal under Research.
- The Fact Book is being finalized and will be published next week in the same location as the Fact Sheet.

Student Representative, Journey Manuel

- Various departments attended East and West Leyden High Schools last week to advocate for and promote Triton College.
- Clubs and Organizations have officially stopped meeting November 30.
- Student Life will be participating in the Welcome Squad and Welcome Week during the beginning of the Spring semester.
- Student life is hosting a Toy Drive in collaboration with Triumph & Surge to benefit student parents to give to their children. Drop off locations are in B-240 and outside of Library.
- Troy Mart is still accepting donations through the end of this week. Troy Ride has been grant-approved and program will continue.

Academic Affairs, Jacqueline Lynch

Wrapping up 2023:

- Blackboard Ultra conversion is almost complete.
- Submitting payments for faculty who have completed their work.

Arts and Sciences

- Hiring continues for Engineering and Biology faculty.
- EDU department partnering with high schools for a series of team challenges. 50 high school students are on campus doing various activities with DVR.
- Jeanette has identified a software, Essential Education, which will be used to help students testing below 440 on Accuplacer to improve their scores.

Business and Technology:

- Welcomed new Dean, Panos Hadjimitsos.

Early College Programs

- Dual Credit has a new high school partner, St. Patrick's High School. They are offering ENT-110 and 252 courses as dual credit starting this spring semester. They plan on building their ENT course offerings to offer the Engineering Technology/CAD advanced certificate.

Continuing Education

- Spring guide has gone to print.
- Department is fully staffed.

Adult Education

- Still hiring: ESL teachers with evening availability. Front desk staff (2 part time staff moved into other positions in the department).
- Early increase in student interest: 980 new intake forms as of today (usually about 100 at this time of the year).
- Spring classes
 - 1,300 returning students (taking class in Fall 23)
 - 1,150 new intake forms.
 - 412 verified
 - 1,000 testing appointments
- Lexmark printer with translation app plus 10K translations has been ordered.

- ESL book processing complete at the library. ESL and GED students will borrow their books from the library going forward.
- Upcoming conferences:
 - Learning Forward, December
 - TESOL in March
 - COABE in March
 - CUE in June

Student Affairs, Hilary Meyer

- Promoting Holiday Rush Registration events for all students both current and new to take advantage of their last chance to get registered before winter break. Monday-Thursday 9 am to 4 pm, Fridays 9 am to 3 pm. Drop-in Advising is also open and students can come in at their convenience.
- Super Saturdays begin January 13th and 20th, 2024, 9 am to 3 pm.
- Winter Wear campaign for Spring 2024 registration has also started. Students can pick up a Triton winter gear item from the Welcome Desk in the B Building upon verification of Spring 2024 enrollment, while supplies last.
- ISAC will be on campus this Thursday, December 14, hosting a training session on the new FAFSA and providing an update on their programs. It will be in B204/210, 9 am to 1 pm. Counselors from high schools will also be in attendance. Everyone is welcome to register.
- Library is presenting films from their collection every Thursday afternoon open to the community. Everyone is encouraged to attend. Films are broadcast downstairs in the Library classroom, outside the main entrance. More information is available on the Library website. This week's film: *Hip Hop Nutcracker*.

Business and Facilities, Colleen Rockafellow

- Marketing confirmed that the Spring 2024 combined schedule was shipped last week. The Spring Campaign is in full force.
- Last week's Festival of Trees event was a great success.
- FY25 budget presentations happened last week. Cost managers are being asked to take the survey to provide feedback through Friday, December 15.

Human Resources, Joe Klinger

- HR continues to work on the Paid Leave for All Workers Act. Effective January 1, 2024, part-time hourly employees and adjunct faculty will be able to accrue PTO. Employees will have a 90-day waiting period before they can utilize their PTO. Accrual will begin January 1st for all current employees and the 90-day waiting period will start for any new hire on the first day of employment. Employees will be able to accrue up to 40 hours of PTO in a fiscal year and any unused time will be rolled over to the next year. Maximum accrual will be 80 hours. An email to the supervisor will be required to take time off. No absence report forms will be used. The time

will be entered on their timecard when hours are submitted as they already do every two weeks. FAQs and training will be available during the first 90 days. Law specifies that employer may not question the reason for the time off, however, some policies can be put in place regarding advance notice required by the employee.

Old Business:

FY 24 Goals

Automating Degree Completion Task Force has been meeting and identifying areas of data clean-up such as program definitions.

- Changing the program add form to include confirmation of current program enrollment instead of continuing to add new programs.
- Identified language change from “applying for” graduation to “confirming” graduation.
- Opportunities within CRM Advise to proactively inform students, staff, and faculty about progress towards degrees.
- Looking to match general ed credentials with core requirements to see progress with completion.
- Denise Jones proposed a new mid manager position during the FY25 budget presentation. The position is aligned with this work and would be called Director of Degree Audit System.

New Business:

Related to end of year and FAFSA, Mike stated that there are 3 weeks left for students to register and be on the tuition payment plan where the college will pay the registration cost rather than the student. With the start of the year, the student will be responsible for that cost.

Hilary thanked Jacqueline for her service on the Operational Assembly and wished her luck on her new adventure. A new Academic Affairs Representative will be named for the Spring semester.

Next Meeting will be on January 22, 2024 (First day of classes)

Meeting adjourned at: 3:29 pm

Submitted by
Sandra Hernandez