CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at 2:42 P.M.

Members Present: Lenier Anderson, Sandra Berryhill, Liz Brindise, Christina Brophy, Sue Campos, Marianna Desmond, Michael Flaherty, Rebecca Fournier, Julie Gilbert, Bob Greenwald, Ruth Hallogren, Myrna LaRosa, Carol Lynch, and Mary Mitchell

Adjunct Representative: Adrian Fisher

Ex-Officio Members: Cheryl Antonich, Paul Jensen, Doug Olson, Alexis Rangel, and Ric Segovia

Non-Voting Members: Quincy Martin, Scott Riddle, and Jacquelyn Werner

Guests: Virginia Cabasa-Hess and Sandra Hughes

APPROVAL OF MINUTES

Christina Brophy made a motion to accept the minutes of October 21, 2014, seconded by Liz Brindise. Motion carried unanimously by voice vote.

COMMITTEE REPORTS

A. College Curriculum: Sue Campos reported that two items were discussed at the last college curriculum committee meeting. First, it was voted to expedite the curriculum process in an effort to make the process more efficient. The process will be changed so that there is only one reading for new courses/programs. Therefore, new curriculum must only be brought to the committee if it is of good quality. Committee members will vote via Blackboard in an effort to shorten the meetings and focus solely on curriculum. Faculty will no longer be required to attend. Second, Sue reported that they agreed to start a consent agenda for items that are minimally changing and have no effect on the college.

Sue stated that curriculum will be sent to the Vice President’s office at the same time it is sent to Senate in an effort to move curriculum to ICCB faster and alleviate the problem of ICCB returning curriculum that needs to be adjusted. Michael Flaherty reiterated that curriculum committee members voted unanimously to look at curriculum ahead of time, spending less time doing so at the meetings, making the meetings more efficient.

Sue also reported that college curriculum is working on reviewing degrees and researching the idea of changing AA/SA degrees to require 60 credit hours. She stated that they believe this may allow for more people to complete the degree, as well as align with 4-year institutions who only require 60 credit hours to transfer. Michael Flaherty reported that one challenge with this change would be that some areas would need to give up credit hours. He stated that he asked for volunteers, but has
received no further feedback. Sue also noted that changing the requirement to 60 credit hours would result in a loss of revenue for the college. She stated that they need to look into more information regarding this change to see what 4-year colleges are and are not accepting, and whether this change will have an effect on the graduation rate.

**B. Academic & Scholastic Standards:** Julie Gilbert reported that the last academic & scholastic committee meeting had two action champions, Sujith (Zac) Zachariah and Quincy Martin. Julie stated that she reached out to Quincy for an update on the overview of the timeline for the tactic action item he is championing, and invited him to the December committee meeting to further discuss. Julie also stated that she has been in contact with Pamela Perry, who will also attend the December meeting, to discuss the role of the Committee Chairs and the Action Champions with respect to the Strategic Plan.

Julie reported that the committee unanimously approved the changes to the committee’s Mission Statement and will present the revisions at the next Academic Senate meeting to be voted upon.

Lastly, Julie reported that the committee reviewed the new proposed evaluation forms and a list of specific suggestions has been sent to Gabe Guzman. She stated that she did not include the detailed comments regarding the evaluation forms in the committee’s minutes, but that if anyone was interested, the list could be provided.

**C. Student Development:** Sandra Berryhill reported that the committee received an update from the “Women’s Network” committee on the proposed plans to offer a Single Parent’s Resource Fair. The committee voted unanimously to hold this fair next spring.

Sandra also reported that further discussion about the committee’s involvement with the strategic plan will be moved to the December meeting.

Lastly, Sandra informed the senate committee that the student development committee has agreed to co-sponsor Black History Month in February 2015. Discussion regarding activities will be discussed at the December meeting.

**D. Academic Support:** Action Champion for the academic support committee, Christine Dewey, reported that the Student Planning Tool is up and running. She stated that the counseling department is fully trained and that students are currently using the tool. She invited all faculty and staff to be trained on the tool in order to help students use it successfully. The next Student Planning Tool training sessions are on Tuesday, December 9, 2014 at 11AM and 2PM in the Professional Development Center. She reiterated that the counseling department would like to see more faculty involvement in regards to helping students with this tool, as it can be a great benefit to helping students successfully complete their programs. She stated that this tool is very communicative and allows the student to communicate directly with their counselor.

Liz Brindise asked if this tool is accessed through the portal. Chris responded that faculty needs to attend a training session in order to be given access to the tool, while students who are registered already have access to the tool through their student portal.
Academic Senate Report

November 11, 2014

Julie Gilbert added that she has received very positive feedback from the accounting club students regarding the Student Planning Tool.

E. Camps Quality: Dr. Christina Brophy reported that she is hoping to have an email communication sent to all faculty to help assess what faculty believe are their top three campus quality concerns. She asked the Senate committee to please respond to the message and to encourage others to do so as well. Christina also reported that the campus quality committee is coordinating questions faculty and staff have in regards to the Bond Meetings, and that if anyone has any questions/concerns to forward to her.

F. Professional Development: Liz Brindise reported that the last professional development committee meeting focused on developing a timeline for the faculty award process.

G. Assessment: Michael Flaherty reported on behalf of Larry Manno, and informed that Senate committee that the minutes from the last assessment committee meeting are posted on the Assessment committee’s website (www.triton.edu/assessment). Also, Michael reminded the group that the 2013-2014 Assessment Implementation Report and 2014-2015 plans are due this Friday, November 14, 2014.

H. Technical Advisory/Distance Learning: Marianna Desmond reported that Rebecca Lubarsky attended the last TADEC meeting and presented on Smart NoteBook 14. New features of this tool include:

1. Smart Response VE—gives the ability for students to use any internet-enabled device to participate in surveys, quizzes, etc.
2. Notebook Math—offers more than 55,000 math content objects and interactive activities
3. Extreme Collaboration
4. Smart Connect—including 3D tools and Smart block

Marianna also informed the Senate committee that the next date/time for the exhibition of 3D technology will be on November 24, 2014 from 1PM – 2PM. This meeting will give attendees an opportunity to explore new technology that can be used in the classroom.

Marianna reported that the Statement of Purpose and Function is up for vote today. She also reported that Pamela Perry and Mike Garrity will attend the December meeting in order to discuss the role of the Committee Chairs and the Action Champions with respect to the Strategic Plan.

Marianna made a motion to accept the new by laws for the TADEC committee, seconded by Liz Brindise. Motion carried unanimously by voice vote.

NEW BUSINESS

A. Proposed Teacher Evaluation Form
   Michael Flaherty reported that Gabe Guzman is looking for feedback from the Academic Senate in regards to the Proposed Teacher Evaluation Form.
Academic Senate Report

Gabe Guzman reported that they have been working on revising the teacher evaluation forms in order to make them more comprehensive and evaluative of the course as a whole. They hope to move the evaluation away from just being an evaluation of the instructor, and will include more dimensional items to assess other areas of the course, such as the organization of the course and the atmosphere of the classroom. Gabe reported that they are working to develop two versions, which will both include feedback from the committees. Julie Gilbert stated that her committee is more than happy to assist in the development of these new forms. Christina proposed that these drafts be sent to all faculties in order to received their feedback as well. Cheryl Antonich stated that it may be more effective to communicate the drafts to the department chairs and coordinators, who can then share with their department faculty. The chairs and coordinator will then act as a spokespersons, and send any feedback from the faculty to Gabe. The final vote would eventually reach the Academic Senate committee.

Michael Flaherty noted that the length of the evaluation form is important. Students are not necessarily excited to fill out these forms, and we want to ensure the evaluations are efficient. Liz Brindise asked if there will be two different forms for online courses and in-class courses. Gabe responded that yes, there will be two different forms, and possibly even a third that will be used to evaluate hybrid courses.

B. New Programs

Academic Deans, Ric Segovia, Sandra Hughes, and Chuck Bohleke all presented on new programs that are being developed in their respective departments.

1. Health Careers:
   - Occupational Therapy Assistant Program—program developer Beth Sullivan is currently working on curriculum. The department hopes to have this program up and running for fall 2015.
   - Medical Assistant Program (AAS degree)—this program is currently in the hiring stage.
   - Eye Care Assistant Program (Certificate)—this program will be introduced in spring 2015.
   - MRI and CT Programs (Certificates)
   - Medical Corpsman to Practical Nurse (Certificate)

   - Programs that are coming soon:
     - Dental Assisting Program AAS Degree
     - Massage Therapy Certificate AAS degree
     - Health Research Associate AAS Degree
     - Surgical Technology AAS degree
     - Surgical Technology Sterile Processing Certificate
     - Eye Care Low Vision Certificate

2. Business and Technology:
   - Cyber information Security
   - Application Programing
   - Cybersecurity (NSA standards)
   - Geographic information Systems (Certificate)
Academic Senate Report

- CISCO Networking Technician
- Health Information Technology
- Forensic Accounting
- Web Development Technologies (AAS Degree)
- Hybrid Vehicle Technology (Certificate)
- SMART Grid Technology (Certificate and Degree)
- Building and Construction Technology (Certificate)
- Certificate to allow people to sit for CPA exam

3. Arts and Sciences
   - Renewable Energy Program
     - New projects for Cernan Center—solar panels
     - New lab space will expand the Cernan Center
     - Fall 2015 target date
     - Recommendation to have some D-Buildings areas be moved to the H-Building
     - Ready to place orders for equipment needs

ANNOUNCEMENT

A. Michael Flaherty made an announcement to welcome the new Non-Voting Representatives Scott Riddle and Jacquelyn Werner.

B. Michael Flaherty announced that Pamela Perry will be sending out a survey regarding the Strategic Plan that will include a question asking if Academic Senate meetings should be moved to the third Tuesday of every month.

C. Liz Brindise announced that two smart sessions focusing on “Using Social Media to Enhance the Classroom” will be taking place this week: Wednesday, November 12, 2014 from 3PM-4PM and Friday, November 14, 2014 from 11AM-12PM, both in E-210E.

D. Doug Olson introduced the new librarian Lauren Kosrow

ADJOURNMENT

Motion: Motion to accept which was seconded by Sue Campos and Liz Brindise

Dr. Flaherty adjourned the meeting at 4:01P.M.

Respectfully submitted: [Signature]

Minutes Approved: [Signature]

Michael Flaherty, Senate Chairperson