CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at 2:45 P.M.

Members Present: Liz Brindise, Christina Brophy, Sue Campos, Kathi Deresinski, Mary Casey-Incardone, Marianna Desmond, Maggie Enich, Michael Flaherty, Rebecca Fournier, Julie Gilbert, Bob Greenwald, Dubravka Juraga, Bill Justiz, Larry Manno, Seth McClellan, Mike McGuire, Peggy Murnighan, Lisa Samra, Shelley Tiwari and Barbara Zak

Adjunct Representative:
College Council Functional Committee Additions:
Ex-Officio Members: Cheryl Antonich, Patricia Granados, Doug Olson, Stu Sikora
and Minerva Fuentes

Guests: Antoinette Baldin, Marge Stabile, Ric Segovia, Paul Jensen,
Brenda Jones-Watkins, LaRossa Garcia, Deborah Baness-King, Amanda Turner,
Jonathan Paver, Susan Collins, Virginia Cabasa Hess, Susan Collins, Lucy Smith
Lindsey Westley, Humberto Espino, Mary-Rita Moore, Michael Garrity,
Quincy Martin, Faon Grandinetti, Debra Baker and Brigitte Oltmanns

APPROVAL OF MINUTES

Motion: Lisa Samra made a motion to accept the minutes of November 8, 2011, seconded by Kathi Deresinski. Motion carried unanimously by voice vote.

COMMITTEE REPORTS

A. College Curriculum: Susan Campos reported that the following were approved at the
February Curriculum meeting:
- Revision of HTH281 First Aid and CPR
- Changed to American Heart Assoc. in Healthcare Provider Basic Life Support
  and Heartsaver
- Now lecture and lab format- more fitting for the nursing and allied health students

Deletion of:
- BUS134 Introduction to Industrial Hygiene and Occupational Health
- BUS173 Excellence in Customer Service

Dr. Flaherty provided a short review of the topic of Mandatory Placement for the committee
members to begin a discussion regarding its possible outcomes and the role that curriculum may
play in this process. Senate members were reminded that it is the responsibility of the faculty to
review all courses annually and provide those updated forms with new review dates to
Curriculum. Any modification beyond a textbook change needs to be forwarded to the
Curriculum committee. It is important that current course outlines are on kept file to reflect what
is actively taking place in each course.
**B. Academic & Scholastic Standards:** Julie Gilbert created a form for Mandatory Placement. The subcommittee decided to divide it among three to four school groups and then come together. The sub-committee also looked at community colleges. Their findings were that some of schools had green light courses which were either short term or long term.

**C. Student Development:** Mary Casey-Incardone shared with Academic Senate that the role of Student Development with Mandatory Placement review finally had a quorum in order to vote.

**D. Academic Support:** As the new ERP implementation is in process, we are unable to make major updates to the Early Alert System. We have, however, made some minor changes that may improve your experience with the system:

- **There is now an option for a prescribed message.**
  Faculty or support staff can now choose a standardized message explaining their contact with the student.
  
  For example:
  - Contacted student, informed him/her of what needs to be done in order to be successful in class.
  - Contacted student, he/she plans to make an appointment/utilize our services.
  - Contacted student, he/she is not interested in making an appointment/utilizing our services.
  - Student did not have updated contact information.
  - Contacted student, no answer, left message/sent e-mail.

- **There is now an option to copy support staff on your alert to the student.**
  In the past, faculty would have to copy and paste the message they wrote to the student in the “Route to Support” section if they wanted support staff to receive the same message. Now, there is an option to click a checkbox (“Check here to include a copy of your student message to support staff”) and it will automatically copy the message to support staff.
  Faculty then has the option to create a personalized message as well.

- **When support staff members receive an alert from a faculty member, they get an e-mail encouraging them to log on to the Early Alert System.** This e-mail now also includes a reference number, so support staff knows exactly which alert needs to be addressed.

- **Early Alert training sessions remain in April and by appointment with Jackie Werner.**
Mandatory Placement

➢ A draft of the policy was discussed. The group will continue to work on this; an email version will be sent to the group.

An updated Academic Support Services sheet was vetted and sent out.

E. Marketing: Mike McGuire stated that the subcommittee finished the accreditation process. The sooner the community is involved with the process the better it is in the long run. Our meeting included the areas Marge Stabile wanted us to focus on.

F. Quality of Life: Kathi Derensinski informed Senate that their subcommittee met with Marge Stabile in order to further discuss the Quality of Life Committee’s role in the Self-Study Process for Higher Learning. Their next scheduled meeting will be held on Thursday, February 15, 2012 at 2:00pm in E-209. All meetings are open and everyone is encouraged to attend.

G. Professional Development: Peggy Murnaghan received 43% feedback forms although there were more than 100 attendees. It was discovered that the administrators and middle managers did not receive packets nor did they receive feedback forms. The committee met to discuss ways to improve the overall aspect of the workshop to make it successful for Fall 2012.

H. Assessment: Larry Manno reported that the Assessment Committee would like to vote on changing their membership. The proposed membership would change from 9 to 10 full time faculty members, while changing from 1 to 3 from the following areas:

- Business & Technology
- Arts & Sciences
- Health Careers & Public Services

Dr. Flaherty advised Larry that if his committee were to change a counselor to a full-time faculty we could probably meet the requirements. However, the subcommittee may still have the tendency to run into a problem due to the size of the committee which is now larger than before or they could have a quorum because they do not have enough people to vote. Obtaining faculty members from each area can be an issue especially if there isn’t enough participation. Bill Justiz stated that we should be seeing enough participation because we are assigning faculty based on availability as oppose to them signing up to a committee. Before this becomes a policy we need to ensure that there will be enough participation.

AVP Antonich applauded Larry on the work that he has done thus far. Dean Paver stated that assessment is as vital as curriculum.

Learning Communities: Mike Garrity shared with Senate that Humberto Espino will now be taking the lead of the TAC Committee. However, Mike will still be available to assist.
ANNOUNCEMENTS

Dr. Flaherty advised Senate that Dr. Douglas Olson is now the Vice President of Academic and Student Affairs, and therefore will be working closely with Senate.

NEW BUSINESS

Deans Baldin, Collins, Paver and Jensen presented a power point presentation on General Education Outcomes Assessment. They each shared with Senate the Course Objectives which includes what a Triton College Student should be able to achieve, demonstrate, or know upon completion of each degree. The importance of each goal is clearly stated with the Higher Learning Commission as well as how Triton plans to effectively reach them.

In 2007, in conjunction with the ICCB 5 year program review of General Education, Triton formed a workgroup in order to develop a set of General Education Outcomes which were developed and distributed among the campus as well as posted in classrooms. The next course of action is to either confirm or modify the General Learning Outcomes in order to address the changing environment. Triton expects to finalize this by June 30, 2012. Dean Paver mentioned that this is an institutional decision not just an assessment. Christina Brophy asked why not send this to all of the departments? Dr. Flaherty said that it might work better if the deans take it to the departments and not just to Senate due to time constraints. Liz Brindise questioned if we would be re-evaluating these? Dean Paver confirmed that yes there is an opportunity as a campus to get this done. Liz Brindise said that is if we stay within the seven General Education Course Objectives we will be successful.

AVP Antonich mentioned that we need to make sure we are in alignment with the ICCB.

We should be performing assessments all the times, but five years is too long. It will help inform Assessment and College Curriculum Committees.

Liz Brindise asked will the power point presentation be distributed. Dean Paver will send electronic copies to everyone and they will also be housed on the Academic Senate webpage. Lisa Samra commented that there are great outcomes. In reference to the power point presentation, it appears to be data driven. Dean Paver stressed that the students do take pieces at a time. How do we measure this? We help the community and the parents when we stay involved. There will be upcoming college discussions and available college hours to discuss in greater detail.
OLD BUSINESS

ADJOURNMENT

Motion: ♦ Lisa Samra made a motion to adjourn, seconded by Bill Justiz. ♦ Motion carried unanimously by voice vote. Dr. Flaherty adjourned the meeting at 3:41 P.M.

Respectfully submitted: Rosa Parker, Secretary

Minutes Approved: Michael Flaherty, Senate Chairperson