CALL TO ORDER: Bob Greenwald called the meeting to order at 2:35 P.M.

Members Present: Liz Brindise, Christina Brophy, Sue Campos, Mary Casey-Incardone, Kathi Derensinski, Maggie Enich, Rebecca Fournier, Julie Gilbert, Bob Greenwald, Ruth Hallongren, Dubravka Juraga, Mike McGuire, Peggy Murnighan, Sylvia Sztark, Shelley Tiwari and Barbara Zak

Adjunct Representative: John Cadaro

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

Guests: Renee Wright, William Griffin, Lindsey Westley, Virginia Cabasa Hess, Brenda Jones Watkins, Susan Collins, Mary Ann Olson, Mary-Rita Moore, Mary Ann Tobin, Humberto Espino, Quincy Martin, Amanda Turner, Ric Segovia and Marie-Ange Zicher

APPROVAL OF MINUTES

Kathi Derensinksi made a motion to accept the minutes of November 13, 2012, seconded by Mary Casey-Incardone. ♦ Motion carried unanimously by voice vote.

COMMITTEE REPORTS

A. College Curriculum: Susan Campos advised Senate of the changes in some of the course descriptions as well as with the new course offerings and curriculum. It was discovered that at one time the fire science courses tended to mostly draw the attention of the more mature and experienced individuals. However, we have noticed that this field specifically has drawn the interest of younger individuals, so we are offering additional courses in order to meet the demand. Spring 2013 courses are now available online, therefore the deadline has already started and any submissions that you have would need to be done before our Christmas break.

Bob Greenwald requested for a motion to accept, Christina Brophy made a motion to accept while Bill Justiz seconded.

B. Academic & Scholastic Standards: Julie Gilbert informed Senate of the open issues that their subcommittee discussed such as the invitation which has been extended for an additional scholar student to join. Also at their previous meeting a suggestion to hold a workshop to educate faculty/staff about the revised policy and implementation was discussed.

The agenda for the Spring 2013 Faculty Workshop has been set. Future items were also discussed such as:

❖ Ideas to improve the graduation, certificate petition and completion rates.
❖ Star Faculty & Award idea was brought to the table again due to pre-existing similar awards. Suggestions were made for marketing current or pre-existing awards to students.
❖ Providing further descriptive information about restriction codes reported on class lists is on hold while new ERP class lists are under development.
❖ Offer a workshop through the Curriculum Boot Camp rather than a separate workshop.
C. Student Development: Mary Casey-Incardone shared with Senate that their meeting mainly focused on goals for fiscal year 2013 which included identifying timelines and implementing strategies for these very same goals.

D. Academic Support: Bob Greenwald reported to Senate that the subcommittee members that took the test said at times the MP Test was confusing and long while others stated that it was as expected. Some test takers mentioned that they might like to take the PASSKEY Prep to report on its usefulness. The subcommittee discussed at great length on creating a presentation which would include COMPASS test taking tips along with coming up with ideas of how and where to disseminate information that would be useful to anyone that needs to take the test.

E. Marketing: Mike McGuire shared with Senate that the Marketing Department will be implementing short term and intermediate tools which will be used for various marketing techniques. They also met with the Music Department regarding their inquiries on how to use plasma screens and other tools.

F. Quality of Life: Kathi Derensinski mentioned that Safety Officers are in the building for emergencies. Historically there were Safety Officers but more recently they have not been designated. There is an emergency response guide available online which will advise you on what course of action to take. Bill Justiz confirmed that every building has 2-3 people assigned. Kathi advised Senate that course offerings will be available for anyone that is interested.

G. Professional Development: Peggy Murnighan said they met and had a lengthy discussion which included the logistics of the upcoming Spring 2013 Faculty Workshop. The Faculty of the Year process has begun and nominations were due on December 3, 2012 to Shelley Tiwari. The subcommittee is looking for a chairperson to lead the Adjunct Faculty Award process. Our holiday food drive is running now until December 17 and there are many locations throughout the campus that non-perishables can be dropped off. Their next meeting will be held on December 12, 2012 at 2:00PM in the CTE.

H. Assessment: Bill Justiz advised Senate that there are still nine programs that have not submitted their assessment plans for 2012-2013 year. The subcommittee members are working with these programs to ensure 100% compliance. The Assessment Committee website is complete and materials as well as any meeting minutes can now be reviewed at www.triton.edu/assessment.

AD HOC COMMITTEE REPORTS

A. Learning Communities: Renee Wright shared with Senate that they met with Gabe Guzman regarding Learning Community Workshop 2013. The staff will need to go through training and up to 25 faculty members’ training expenses are covered. Applications are currently being accepted for Spring 2013. The marketing portion has been submitted and the video has been shot so they are now looking for an instructor as well as students to interview individually.
**Academic Senate Report**

**B. TAC:** Humberto Espino reminded Senate about their presentation which was on 3D Technology and using iPad as an alternative method of teaching. There were approximately 30 people in attendance. We are looking for feedback, so please share your thoughts. Next meeting will be held in the Library, Room A212 on Wednesday, December 12, 2012 at 2pm.

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**OLD BUSINESS**

**A. Student Success:** Shelley Tiwari advised Senate with the Achieving the Dream (AtD) Feedback which is based on our 2012 Annual Report. The feedback is broken into two portions:
- Accomplishments in Implementing the Achieving the Dream model
- Potential Areas of Development in implementing the Achieving the Dream model
  We are doing great work!!

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**NEW BUSINESS**

**A. Mandatory Placement Taskforce:** This taskforce is comprised of Julie Gilbert and Ric Segovia who were charged with providing a recommendation to either institute or not to institute. The Mandatory Placement Taskforce does not recommend pursuing a mandatory placement policy at this time. We are of the opinion that there are too many issues, concerns and possible opportunities on which to gather information before an effective, clear cut, broad policy could be instituted and executed. Otherwise, we would have to recommend a policy with many exceptions and qualifications leading to a weaker, less effective and more confusing policy to administer, such as we have noted in the place at other institutions. Additionally, one of the possible opportunities we recommended investigating before instituting a mandatory placement policy is placement through individualized course and program pre-requisites as opposed to an overall broad college placement policy.

The taskforce is looking at ways for students to move through the developmental education process so that they can progress more quickly. They are also looking at cut-off scores, college level courses and AtDs which involves some complexity so there would have to be some exceptions. This would impact our students that are receiving financial aid as well as GED Students. Mandatory Placement cannot stand alone, there are many other factors that need to be considered and included. Gathering of more information will need to be continued.

**B. No Late Registration Taskforce:** The taskforce shared with Senate that they were recently established in summer 2012. They looked at how late registration was defined and its impact as well as ways to help identity steps to establish this policy. We looked at a number of colleges and students to decide what needs to be done.

**Recommendation:** General Registration will start one week after class starts and student will still have 24 hours to register, no later than when the first class meets. The deadline is 24 hours before the class begins. If they need to enroll after class starts we are encouraging them to enroll
via Flex Start Course(s).

Faculty members would have the opportunity to provide written information when different situations come up such as disciplinary and emergency concerns so that these factors are being considered to ensure we are meeting our students’ needs. Our motto is “early and often” which is what we heard from our students. The taskforce looked at several factors to help them determine why students are registering late. The key is to make sure that we are encouraging our students to register early and not late. There was a college hour was dedicated to the no late registration policy.

President Granados reminded Senate that VP Olson has to vet these recommendations first. There are many interventions that have been developed for our students to succeed. We need to gradually present them and not all at once, so we have to test them out first. The recommendations will come from the Offices of the President and Vice President.

ANNOUNCEMENTS

Triton’s Annual Holiday Party will be held at 6pm on Friday, December 14, 2012 at Elmcrest Banquets located at 7370 W. Grand Ave, Elmwood Park, Illinois. Tickets are still available!

Mike Garrity reminded everyone that the Active Directory is rolling out and it is currently piloting in several buildings, so they will be coming to your building soon.

ADJOURNMENT

Motion: Kathi Deresinski made a motion to accept which was seconded by Mary Casey-Incardone. Bob Greenwald adjourned the meeting at 3:57 P.M.

Respectfully submitted: Rosa Parker, Secretary

Minutes Approved: Michael Flaherty, Senate Chairperson