CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at 2:37PM.

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

Adjunct Representative:

College Council Functional Committee Additions:
Ex-Officio Members: Angela Latham and Minerva Fuentes

Guests: Mary Ann Tobin, Antoinette Baldin, Marge Stabile, Ric Segovia, Renee Wright, Paul Jensen, Amanda Turner, Michael Garrity, Jonathan Payer, Susan Collins, Virginia Cabasa Hess, John Lambrecht, Sandra Berryhill, Lindsey Westley, Debra Hagen Foley, Mary Rita Moore, Marie-Ange Zicher, Michael Garrity, Kevin Kennedy, William Griffin, Jack Overcash and Marge Stabile

APPROVAL OF MINUTES

Motion: Christina Brophy made a motion to accept the minutes of October 8, 2011, seconded by Katherine Deresinski ♦ Motion carried unanimously by voice vote.

COMMITTEE REPORTS

A. College Curriculum: Susan Campos advised the Senate Committee that there were not any curriculum items that required approval to forward for the month of November. However, in an effort to work with the Student Success Initiative of the college, many departments are looking to work with Placement Testing and College Readiness to align courses with appropriate prerequisites where necessary. The Math Department has brought several courses forward and extensive time has been spent to adjust the wording of prerequisites to address the many pathways students may enter a course. The Curriculum Committee is working to standardize language across courses to assist students and those registering them to make a seamless transition and minimize students registered in courses with un-met pre-requisites.

A Study Committee was established as outline in the faculty contract for the orderly withdrawal of the Automotive T-ten program. Their report is due 12/1/2011 at the next Curriculum Committee meeting. Marge Stabile addressed the Curriculum Committee to introduce the work ahead for the upcoming Self Study for the Higher Learning Committee and solicit the committee for their assistance in its preparation.

B. Academic & Scholastic Standards: Julie Gilbert stated that their sub-committee hosted a visit with Marge Stabile to discuss Higher Learning Commission. There was also a DST demonstration which was held regarding what information is involved and available to the
students. The fees range from $30 to $75 for evaluation, if granted the fee would be half the amount of other college fees and portfolio which seems to vary from school to school. AVP Antonich will be attending our December Meeting to discuss Distance Education, restriction codes and ERP. We plan to have a draft document prepared very soon.

C. Student Development: Mary Casey-Incardone reported that the committee is working on the final review of the Student Development Handbook. Their next meeting is scheduled for November 21, 2011.

D. Academic Support: Bob Greenwald mentioned that the sub-committee is continuing to work on the “Early Alert” System so it’s not duplicated. Counselor, Leslie Hunter clarified that all of the counselors have not been formally trained on the system. She reiterated that the faculty members should use the system for encouragement as well as for reporting absences, lack of homework, etc. Dean Moore stated that this is a confidentiality issue and suggested that we schedule future college hours in order to tackle Early Alert and FERPA. In terms of FERPA, a follow up system is legal while counselors, tutors and CAAS may have some reservation. Each counselor will be assigned a day of training. Recommendations will be given to the Senate group. Transfer Services Open House is on November 15, 2011 from 10am to 12noon in D-122. Our next meeting is scheduled for November 21, 2011 at 1pm so that Marge Stabile can update the committee on the accreditation processes. Dean Moore clarified that the counselors have been trained but should have continued training and once the Student Strategist is brought onboard and trained so that “Early Alert” will be systematized.

E. Marketing: Mark McGuire will be gathering information on technology at other institutions to find out what actually works. How can we contribute to student success and keep it underlined as to what they do? The Marketing Department is looking to work with some deans for a test case study in order to apply the tools needed for the data. This would primarily be for the Spring 2013 Fall Workshop.

F. Quality of Life: Kathi Deresinski reported that a radar sign, three crosswalks and additional stops signs were recently installed. The sub-committee would like to put forth a recommendation for a vote from Academic Senate to make a change in membership. This recommendation is to update membership to reflect the changes in the college structure and staffing. With these changes we can maintain and enhance the committee’s function and purpose. It is also important to note that meetings are open and everyone is welcomed. VP Latham said she would like for the committee members to come together. She mentioned that 3 years ago there was some division. There were designated faculty who were voting members, and that 2 years ago we had a resource definition, so we need to be clear when we use this term. Dr. Flaherty advised Academic Senate that this will not go into “a black hole” and that we need to make the commitment to vote these changes.

Lisa Samra shared with the group that as long as the Quality of Life Committee is ready that she is in agreement with them. Kathi Deresinski confirmed that her committee is ready. Julie Gilbert will send Dr. Flaherty a copy of the bylaws changes. Dr. Flaherty suggested that any changes that we have should be brought forth to the Senate. We should expect to take a vote on this at our December meeting.
Academic Senate Report

November 8, 2011

**G. Professional Development:** Peggy Murnighan stated that the Professional Development Committee met on October 27, 2011 at 2pm. The committee had a lengthy discussion and working session on the upcoming Spring 2012 Faculty Workshop. Many of the committee members attended the college hour on Higher Learning Commission. Dr. Sonya Armstrong is the Director, College Learning Enhancement Program and the Assistant Professor of Postsecondary Literacy at Northern Illinois University. She has agreed to conduct a workshop regarding various strategies to enhance learning this spring in the Center of Teaching Excellence. Dr. Armstrong is also the contact person regarding the possible cohort at Triton for PGU based coursework on Adult Literacy. The Faculty of the Year process has begun. VP Latham sent out an email requesting nominations. The deadline is November 28, 2011. The Adjunct Faculty Award process has slightly changed so that the award winners can be submitted along with the full-time faculty award winners to Illinois Community College Trustees Association. Triton must submit award winners by March 30, 2012 to be considered.

The CTE has scheduled the Faculty Recognition Open House for April 18, 2012. TCSA President, Minerva Fuentes asked if students are allowed to vote and it was confirmed that only faculty are allowed.

**H. Assessment:** Larry Manno reported that Marge Stabile provided the sub-committee an overview of the upcoming HLC visit (which is an abbreviated version of the presentation from the October 27th college hour). The sub-committee aims to have the assessment handbook completed. A rough draft of the handbook will be sent via email to all committee members. Committee members are being asked to review the rough draft and submit any changes by Friday, November 11, 2011. An updated version of the handbook will be presented at the December meeting and final version will be drafted for the first meeting of 2012. The Assessment Committee will hold a meeting on November 16, at 2PM in E-210 for assessment liaisons. During this meeting the committee will provide the liaisons with important information regarding assessments of student learning outcomes. Although the meeting is primarily for the assessment liaisons, anyone interested is welcome to attend. Refreshments will be served so if plan to attend, please RSVP to Larry at lmanno@triton.edu no later than November 11, 2011. The last meeting for the year will be held on December 7th.

**Learning Communities:** Michael Garrity provided Academic Senate with a brief update regarding the new website [http://triton.edu](http://triton.edu) which went live on Wednesday, November 9th. The IT Department anticipates many questions and will be available to answer them. We should expect plenty of changes to come since the launching of the new site.

ANNOUNCEMENTS

OLD BUSINESS
**Mandatory Placement:** Dean Paver along with Dean Hagen-Foley presented a power point presentation. Dean Paver said that Mandatory Placement (MP) is on our radar as we move forward. It is the next logical step when it comes to testing. Some states have tried to address state policies. Achieving the Dream (ATD) is an example. Green light courses will still allow dev ed students to take some college courses.

Dean Hagen Foley stated that Triton is on the same path as North Central Michigan College. They started a Review Committee which consisted of the following:

- Achieving the Dream College (2008)
- Revised placement scores and required testing
- Mandatory advising for developmentally referred with strong recommendations
- Implemented scheduled testing periods
- Explored adding prerequisites
- Reviewed data and literature and determined mandatory placement would be high impact strategy

The findings indicated that the students are enrolling but not graduating. There are various layers because we are trying to determine what is happening to the students since some of them have not completed the prerequisites. For example, the case study on North Central Michigan College shows as follows:

- Higher persistence rates in year 2
  - 70.3% persisted to Fall, 2nd year (59.2%)
  - 75.2% persisted to any term, 2nd year (62.2%)
- And year 3
  - 52.8% compared to 38.6%
- Lower completion rates in 3 years
  - 16.3% graduated (22.4%)
  - 11.5% transferred (22.4%)

Dean Paver said that we need the students to rise up to the standards. In the 1st year students need to meet Mandatory Placement and Course Pre-requisites while in the 2nd year students need to meet the admission requirements for Baccalaureate Programs. When accepting transfer students it simply means that the student has met the requirements of the baccalaureate programs.

Several questions came up during the presentation such as:

- What is the language proficiency?
- What is the structure and is it more centralized?

Dean Paver stated that he did not have the answers for them at that time but will do some research so that can address them later.

Dean Baness King noticed that once the MP support is taken away from the student is when they start failing. She said that her department tries to incorporate it so they can take what they learned with them. Mary Casey Incardone asked how is the information collected. Dean Hagen Foley said that it is based on enrollment and referral.
VP Latham informed Academic Senate that “testing” is the referral and that those that are developmentally referred and developmentally placed (terms that are used interchangeably).

Mary Casey Incardone mentioned that many of the students arrive late and that a lot of times it’s challenging because we do not have the room. This appears to be perpetually situated because as counselors we advised them but they still may not register on time. Dean Hagen Foley mentioned that we should give them priority so they can enroll in MP. Mary Casey Incardone said we can start to anticipate on how many students and sections needed. Dean Virginia discussed how we need to reduce the number of classes. The intent if we could take MP is to test early in their senior year of high school in order to prevent them from having to enroll in a Math Development Class. Sometimes it takes them longer to finish so they become discouraged. We need to try to go outside of Triton and into the high schools. College success skills should be taught in high school before they come to Triton. TCSA President Minerva Fuentes advised Academic Senate that a lot of students have been out of high school for some time. She discovered that when enrolled in higher level courses is when she met high school students. Most students do not when it is time to register. It was clarified that there will be some limitation as to what they can register for. Dr. Flaherty said that no one will be held back and that most of the students developing are not even eligible for these advanced classes.

VP Latham noted that there is some confusion with how the institution is moving forward in regards to MP. The goal of the institution’s approach is that there are many models and nuisances that we need to do now including having some structure. VP Latham said that almost everything she heard was a student success initiative. The support portion needs to be structured. There are many components that should or need to be viewed. As a group, Academic Senate needs to make a decision since there isn’t an assigned sub-committee, but how are we doing this? Do we go to every department and ask what are their green light offerings?

VP Latham is looking for each department to take ownership. There are a number of elements. It’s hard to see where it’s going to start. They are students that cannot pass because they lack the skills. Dr. Flaherty advised Senate that the Math Department has been making changes which include the prerequisites components. VP Latham said that there are a myriad of things that need to be done. Dean Paver stated that there are 2 models: Lake County and Logan College that Senate could review. This will help your sub-committee to see where your department is at or should be at. VP Latham is available to meet with each sub-committee. We have to figure out how to get it done. Susan Campos said we need to have a guideline. VP Latham said there was a concern that the craftsmanship in Academic Success. It was the selection we made as a group. Christina Brophy said that this seems like the job of the Administrators not Academic Senate since we have our classes to teach. VP Latham replied that as this is a shared government, it cannot just be the administrators with the policy. Dean Baldin stated that we need to take this on because we are Academic Senate collectively each committee will then come together with shared responsibility someone will take on ownership. VP Latham reminded everyone that decisions should come from the body. Dean Moore said that the sub-chairs of the committees should have input from adjunct faculty.

Dr. Flaherty and VP Latham requested that all the chairs meet and bring this item back at the next Senate meeting as to what information will be most useful to the committee. VP Latham agreed to send the power point presentation to everyone.
Academic Senate stating that the committee is ready as well as interested in obtaining a contract agreement with Datatel. This recommendation will be presented at the next Board of Trustees Meeting on November 15, 2011.

Upon approval from the board there are several phases that we expect to occur starting from November 16 - December 31, 2011 such as selection of a Project Manager, acquiring personnel to help support the Information Systems and Information Teams as well as reviewing the hardware and software specifications.

Dean Baness King asked what the estimated time of completion was and Kevin replied that it will take at least 2 years. Implementation is expected to begin in January of 2012 at which time the following is expected to occur with:

- Hardware & Software Installation
- Reporting & Analytics Training
- Ledger Training,
- Human Resources
- Payroll Training & Implementation

ADJOURNMENT

Motion: ♦ Christina Brophy made a motion to adjourn, seconded by Mary Casey Incardone ♦ Motion carried unanimously by voice vote. Dr. Flaherty adjourned the meeting at 4:30 P.M.

Respectfully submitted: Rosa Parker, Secretary

Minutes Approved: Michael Flaherty, Senate Chairperson