CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at 2:36 P.M.

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, Larry Manno, Mike McGuire, Peggy Murnighan and Lisa Samra

Adjunct Representative:

College Council Functional Committee Additions:

Ex-Officio Members: Cheryl Antonich, Patricia Granados, Angela Latham, Doug Olson and Minerva Fuentes

Guests: Antoinette Baldin, Marge Stabile, Ric Segovia, Renee Wright, Paul Jensen, LaRossa Garcia, Deborah King, Amanda Turner, Darrin Robards, Jonathan Paver, Susan Collins, Virginia Cabasa Hess, John Lambrecht, Susan Collins, Lindsey Westley, Debra Hagen Foley, Mary Rita Moore, Marie-Ange Zicher, Michael Garrity, Jack Overcash, Quincy Martin, Faon Grandinetti, William Griffin

APPROVAL OF MINUTES

Motion: ♦ Christina Brophy made a motion to accept the minutes of September 13, 2011, seconded by Kathi Deresinski ♦ Motion carried unanimously by voice vote.

COMMITTEE REPORTS

A. College Curriculum: Reconvening of subcommittee meeting regarding ICCB Technical Review is working well online. Curriculum Committee met to discuss in relation to the College of Readiness, College Placement Testing and overall where the college stands. We have a mandate for creating a full description of what college credit is. Christine Brophy asked if the institution has a hold on pre-requisition/college credit. Susan Campos stated that it should be a college wide discussion. Jonathan Paver confirmed that it is being discussed. Cheryl Antonich said that the U.S. Department of Education coupled with the ICCB help define what a college credit while Triton’s responsibility is to actually put into words what a college credit really is.

Dr. Latham recommended that at the curriculum level, we need to look at it in broader terms. By using a broader approach will help to identify the green light and it will be more holistic. AVP Antonich stressed that we need to look at the pre-requisite. What are the reasons for why we are receiving petitions and waivers? Christina Brophy stated that students are going to fail if they are not prepared.

President Granados agreed with Dr. Latham that Mandatory Placement needs to be viewed in a broader approach while focusing on why we are doing it. Christina Brophy mentioned
that it is going to hurt our enrollment. While President Granados said that in the interest of the students we should see a shift not a decline in headcount. The policy that we would institute purposely will help students not deter them. Dean Paver stated that it’s a best practice of Student Success.

TCSA President Minerva Fuentes asked how the students will be informed about the prerequisite. Will there be an open policy as to why a class is needed? Dr. Flaherty stated that the Curriculum Chair and others that feel strongly about completion will ensure that the students are informed. Lisa Samra shared with the attendees that the integration of other courses as well as the layering of the foundation with other courses will help especially if students applied the same skills required when researching. VP Latham mentioned that internally there is a communication plan to get the word out about Mandatory Placement.

Dean Paver said that by the time every graduate has completed their courses that they should have acquired a set of skills during their time at Triton that they can carry over.

**B. Academic & Scholastic Standards:** Julie Gilbert referred to the committee minutes and stated that their last meeting was held on 10/17/11. Dubravka Juraga presented a workshop on plagiarism from a technical aspect.

**C. Student Development:** Mary Casey-Incardone reported that their last meeting was on October 20, 2011. The Student Development Handbook was condensed from 52 pages to approximately 15-17 pages. The committee is proposing to post the Student Development Handbook on the intranet so that it will take only one click to access. It was agreed that posting on the intranet to make it readily available for all to access is more ideal as oppose to posting on the internet. The department is currently focusing on two goals which are to: 1). Partner with the Student Association “Commit to Complete” Initiative on October 26, 2011. 2). Partner with the Academic Areas of Allied Health and/or Hospitality to put on a Career Expo in the Spring 2012 semester.

**D. Academic Support:** Bob Greenwald stated that the sub-committee is still on hold with online forums. At their next meeting they plan to discuss Mandatory Placement. However, in regards to the early alert it was realized that they need to have in depth discussions with Dean Mary Rita Moore which will be relayed by the next Senate Meeting. ETRC is recommending that students complete the blackboard’s training portion first before requesting assistance. Transfer Services Open House is scheduled to occur on November 15, 2011 at 2:00pm in Room D122. Book sale donations will be accepted by Dubravka Juraga.

**E. Marketing:** Mike McGuire will be approaching the deans in order to find out what works in terms of marketing to help develop a plan. Some plans will be short term while others will be long term.

**F. Quality of Life:** Kathi Deresinski mentioned that their meetings are held on the 3rd Thursday of each month at 2:00 p.m. in E209. It was reported that there has been some incidents of theft on campus whereas students have left their bags unattended as well as staff leaving their office doors open. The police department recently added 3 new employees to their staff. The police department purchased another cart for quicker access and response on campus. New lights were
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Successfully installed and now the committee is looking to update the security cameras to ensure safety campus wide.

**G. Professional Development:** Peggy Murnihan reported that the Professional Development Committee received 33 feedback forms from the fall faculty workshop and discussed ways to get more replies as well as collecting some demographic information. A review of the meeting with VP Latham and VP Olson regarding programming for the spring workshop was discussed.

The College of Lake County will lead the Chicago Area Faculty Development Network (CAFDN). Triton is continuing to explore partnerships with four year universities that offer a Master’s Certificate or PGU courses regarding Adult Literacy or Learning Enhancement courses in the Center for Teaching Excellence. Northern Illinois University offers similar courses and programs.

**H. Assessment:** Larry Manno stated that the department actually met twice this month. The assessment committee created an online form to help the faculty with determining the students’ outcomes. The area of the Assessment of Student Learning will focus on the process which begins at the level of learning goals and outcomes of each program description or individual course outlines. The committee recommends that the assessment plans are created at each Fall Semester. The committee also suggests that a faculty member from each program meet with each other to determine the learning outcome for the entire program or a course within a program. The assessment plan should be completed and submitted by November 15th of each year. The committee will be working on an assessment report which will initially be sent to all faculty. Lisa Samra asked if there could be a button that will allow the submission of files.

Larry will be available from 2:00pm to 3:00pm in room E210 to answer any questions. Faon Grandinetti stated there will be a way of receiving results. Per President Granados this will encourage others to complete.

**Learning Communities:** Renee Wright presented a Power Point presentation on how to develop a learning community based on two tiers. Tier 1 document can be used as a brainstorming tool to determine the viability of a potential pairing. Tier 1 does not require signatures and you should forward it to the learning community committee if you have questions or concerns or need feedback (email address is learningcommunities@triton.edu).

The Tier 2 document is used to finalize your proposal application. Once you have completed the Tier 2 document you will need to please secure the appropriate chair/coordinate and dean signatures and forward to Renee Wright’s attention in Room E102.

If you’d like to attend a proposal meeting to discuss learning community possibilities, please click the following link and indicate your availability http://www.doodle.com/m9zegegp4z8hfu4s . She will review the information by 10/28/11 and send out a follow up invitation to arrange the meeting for interested parties. She is also available to speak at a department meeting if necessary.

**Commit to Complete Initiative:** Dean Quincy Martin reminded the Senate about the upcoming “Commit to Complete” Kickoff on Wednesday, October 26, 2011. President Obama is charging all community colleges nationwide with the task of doubling their degree and certificate
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Awarding by the year 2020. TCSA President, Minerva Fuentes stated that if the faculty attends it will show the students that you are interested in their education as well.

ANNOUNCEMENTS

NEW BUSINESS

HLC Accreditation: Marge Stabile reported that the college is preparing for the comprehensive self-study process which will lead to continued accreditation. The last accreditation occurred in May of 2007 and at that time the college was given seven years of accreditation with a follow up report to be completed in June of 2010. The criteria for accreditation have changed and the changes were briefly highlighted. Further information regarding the modification of the criteria will be shared at future venues. The accreditation visit is tentatively scheduled for Fall of 2013.

The organizational structure and process will include the Academic Senate and the sub-committees of senate providing evidence to substantiate that the college is meeting the Higher Learning Commission’s criteria for accreditation. Faculty contributions to the self-study will be critical especially for Criteria 3 and 4 which focus on the quality, evaluation and improvement of academic programs. The accreditation process will be an ongoing discussion and further information will be provided by the Director of Planning and Accreditation throughout the upcoming months. Stay tuned!

OLD BUSINESS

ADJOURNMENT

Motion: Christina Brophy made a motion to adjourn, seconded by Kathi Deresinski. Motion carried unanimously by voice vote. Dr. Flaherty adjourned the meeting at 4:00 P.M.

Respectfully submitted: 
Rosa Parks, Secretary

Minutes Approved: 
Michael Flaherty, Senate Chairperson