CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at 2:35 P.M.

Members Present: Christina Brophy, Sue Campos, Mary Casey-Incardone, Kathi Derensinski, Maggie Enich, Rebecca Fournier, Julie Gilbert, Bob Greenwald, Ruth Hallongren, Dubravka Juraga, Larry Manno, Seth McClellan, Mike McGuire, Jacqueline Mullany, Peggy Murmighan, Shelley Tiwari and Barbara Zak

Adjunct Representative:

College Council Functional Committee Additions:

Ex-Officio Members: Cheryl Antonich, Doug Olson, Shakana Polk and Stu Sikora

Guests: Mary-Rita Moore, Pamela Perry, Humberto Espino, Mary Ann Tobin, Mary McLean-Scanlon, Ric Segovia, Virginia Cabasa Hess, Susan Collins, Amanda Turner, Mary Ann Olson, Luisa Hernandez, Corey Williams, Lindsey Westley, Deborah Baness-King and Maxi Armas

APPROVAL OF MINUTES

Dr. Christina Brophy made a motion to accept the minutes of December 11, 2012, seconded by Dr. Susan Campos. ♦ Motion carried unanimously by voice vote.

COMMITTEE REPORTS

A. College Curriculum: Dr. Campos on behalf of College Curriculum Committee is requesting Senate to approve the following pre-requisites:

- RHT095 – Introduction to College Writing I
- RHT096 – Introduction to College Writing II

The pre-requisites for these courses were revised to reflect the new tools used for writing assessments at the college.

Dr. Michael Flaherty requested for a vote to approve the pre-requisites, Dr. Christina Brophy made a motion to accept and it was seconded by Julie Gilbert. Motion carried unanimously by voice vote.

Also a new course outline form has been created which now includes the college’s general education outcomes. Courses that have just been approved do not need to revise their forms, but any courses coming forward for approval should be written using the new forms.

B. Academic & Scholastic Standards: Julie Gilbert informed Senate that when they met on December 3, 2012 there was not a quorum of voting members.

Their open issues are as follows:

1) Still waiting for a response from the additional Scholar student.
2) Remaining meetings for this semester will be held on the 1st Monday of the month at 2:30 pm on March 4, April 1 and May 6.
3) Continued discussion on providing a workshop or information session to assist faculty in determining the appropriate reading levels of the textbooks that are selected.
Academic Senate Report

February 12, 2013

4) Meeting with the AtD (Achieving the Dream) Data Team regarding some of their work involving Student Success Strategies.
5) Finding ways to improve certificate and degree completion rates.

C. Student Development: Mary Casey-Incardone shared with Senate that Student Development Committee will have outreach tables set up on March 11, 2013 from 11am to 1pm & 6pm to 7pm in Building R and also on March 12, 2013 at the times as the day before but will be setup in Building E in order to assist students with any student support services that they may need. On both days, the Student Development Committee will have on hand a laptop available to demonstrate in order to help students become more familiarize with the new Student Portal.

The committee’s search is underway for a new director for the GED Program. The ESL Curriculum is currently being revised while a discussion was held in regards to offering a pilot for ESL Students who are transitioning into college credit courses.

D. Academic Support: Bob Greenwald reported to Senate about the updates on the PASSKEY prep for COMPASS. Currently PASSKEY and COMPASS are not aligned so students are unable to use it in its entirety.

The committee is still in communications about spreading information about the placement testing. Staff members are being trained in so far as to what questions to ask participating test takers which will ultimately help us to improve on our current or new components of the test.

In observance of Black History, the library is hosting a Read-In with Congressman Danny Davis on February 18, 2012 from 11am to 12noon.

E. Marketing: Mike McGuire shared with Senate that they received some data regarding a focus on a new degree to see who is enrolling and to see what can be done to increase enrollment. The raw data that was submitted was 50% mostly made up of women that met our criteria which also tied into a four year degree while showing an interest with the younger population. We are looking at ways to market this. Dr. William Griffin will be assisting with the feasibility portion. At our next meeting, we hope to obtain actual suggestions along with a few alternatives which will show an impact on what we can use to help with the program.

F. Quality of Life: Jacqueline Mullany said that there is nothing to report at this time and that their next meeting is on February 21, 201.
upon the feedback that was received at the spring workshop and solicited information to assess faculty’s professional development needs.

The Full-Time and Adjunct Faculty Awards Recognition Reception will be on April 29, 2013 from 2pm to 4pm in Room B-204/210.

**H. Assessment:** Larry Manno advised Senate that the committee has been reviewing what has been submitted thus far. In order to view the Assessment Plan Evaluation Form, you will need to go https://www.surveymonkey.com/s/TYLNXZK. There are 52 programs that have submitted assessment plans.

We did provide some feedback when you access the evaluation form. A member of the committee will come to your department to assist with completing the assessment plan. You can also visit the site to help you with the outcome as well.

Dr. Flaherty asked for confirmation of the purpose which is to find out what courses actually match up. Larry confirmed that yes, it will depend on the number of assessments that are actually performed which will help also.

A list of general education outcomes mapping will include a complete matrix along with the instructions for completing it has been loaded to the committee’s web page. An email was sent out to chairs and coordinators asking them to complete their program matrices by March 15, 2013.

Mary McLean-Scanlon was introduced as the new representative from the Research and Institutional Effectiveness Department. A representative from the Adult Education Department was removed from the committee membership. The committee is still in search of obtaining an academic dean representative from the Continuing Education Department to serve on the committee.

**AD HOC COMMITTEE REPORTS**

**A. Learning Communities:** Bob Greenwald shared with Senate that they are still taking applications for learning communities for fall 2013. These applications need only chair and dean approval for acceptance. The committee is still looking for faculty members, and the first meeting is at the end of March 2013.

**B. TAC:** Humberto Espino informed Senate that they will not be meeting until February 13, 2013. The ILCCO’s Annual Growing Online Learning Conference is on February 19th-21st and the theme of the conference is *Self-Regulated Learning*.

There will be 60 Smart classrooms that will soon have keypad and keyed locks installed. Communications will be sent out very soon as to how instructors will be able to obtain keys and access codes.
NEW BUSINESS

A. Repeated Course Policy: Dr. Amanda Turner advised Senate that Repeating A Course, Policy #5203 has been amended. The policy will allow students to repeat a course in order to improve their grade point average. Only the higher of the two grades would be used in computing the grade point average. Senate was informed that students that have received a letter grade of A, B or C will not be able to repeat course but those students that receive a letter grade of D or F will be allowed to repeat the course and the higher grade will be calculated into the grade point average. Both grades will be on their transcripts but only the higher grade will count towards the grade point average.

Repeated courses will be designated on the transcript with an asterisk. A student may decide to repeat a course that they initially passed in order to show an employer or another school that they grasp the subject matter better. It was suggested that faculty should advise their failing students since this grade will count towards their grade point average. It may appear to be more favorable if a student’s transcripts show that they actually withdrew as oppose to receiving a failing grade on their transcripts. This will also affect a student’s financial aid. Dr. Turner confirmed that this information is available in the online student catalog.

Motion to accept the amendment to the Repeating A Course, Policy # 5203 was seconded by Dr. Christina Brophy. Motion carried unanimously by voice vote.

B. Crisis Management: Dr. Quincy Martin stated that it was through the College Council Meetings that the Student Affairs Functional Committee was charged with establishing a more conducive Crisis Management Plan. A College Hour has been dedicated specifically to discuss our Crisis Management Plan which will occur on Tuesday, February 21, 2013 in Room B-210 at 2pm. It will also be presented at the Adjunct Faculty In-Service on Saturday, February 23, 2013. The team will be exploring some drills and training, additional information will be shared at a later date.

He proposed the question to Senate if any of them were familiar with how to access the Crisis Management webpage. The Crisis Management Team (CMT) is still seeking additional members, they currently do not have any full-time faculty and anyone interested in serving should send an email to cmt@triton.edu.

Dr. Flaherty said that there might be individual committees that would be willing to assist; therefore we should look at the Senate List to see who might be able to serve in the capacity. The CMT is available to come to any of your meetings to discuss in detail and share any updates that they may have.

Currently options are being looked at in regards to installing keypads locks for all of the classrooms. We want to mandate that everyone attends the Crisis Management Training.
OLD BUSINESS

A. Higher Learning Commission: Pamela Perry advised Senate that the Higher Learning Commission (HLC) site visit will occur in October 2013. The Planning and Accreditation area is currently drafting the narrative, and want to make sure that Triton community is an active participant. The draft of chapter one will be provided, so please review and provided feedback.

On February 21, 2013 there will be a college hour dedicated to the HLC Self Study. They will cover the reaffirmation of the accreditation process and what to expect in the coming months as we prepare for the HLC site visit in October. It was stressed that Academic Senate subcommittee webpage(s) are in need of updating, so this should happen soon.

B. Student Success: Shelley Tiwari shared with Senate latest data regarding our graduation numbers which is an important predictor of student success. Our graduation numbers are increasing and the trend is positive. We anticipate meeting our national completion goal of 60% more graduates by 2020. Most of our students are working towards a Certificate, followed by an Associate’s Degree in Careers and we should work towards increasing our Associates in Sciences degrees. Dr. Flaherty mentioned that the reason we are seeing less numbers in Associate in Science degrees is that many of our students are working towards science degree actually end up transferring out.

ANNOUNCEMENTS

It is a requirement that each of you be on a subcommittee, need to know what is the number of voting seats, are they open. It was specified Individuals that come to your meetings and are not a member their votes do not count. Possibly suggest that if they are not going to use the open seat there may be others that might want to serve.

Academic Senate was reminded that many of their senate seats are about to expire, since their terms are coming up. The bylaws mentions that some of them are suppose to serve on Senate on odd years while others are required to serve on even years. For example, Sylvia Sztark and Ruth are on 1 yr term because they replaced someone else. There is no limit of the number of times you can serve. In the contract there is a rule if someone misses at least twice, we can replace them.

Dr. Turner announced that Triton now offers Certified Workplace Skills for all sectors of the economy and all interested individuals should call (708) 456-0300, ext. 3252 to schedule an appointment to learn about how to earn a National Career Readiness Certificate.

Humberto Espino advised Senate that Information Technology will be installing keypad locks on the classrooms. Information will be sent out before this is rolled out so that instructors are made of aware of this. This information will also be shared at the Adjunct In-Service day.
Motion: Motion to accept which was seconded by Dr. Christina Brophy and Dr. Susan Campos. Dr. Flaherty adjourned the meeting at 4:00 P.M.

Respectfully submitted: Rosa Parker, Secretary

Minutes Approved: Michael Flaherty, Senate Chairperson