

CALL TO ORDER: Dr. Michael Flaherty called the meeting to order at **2:34 p.m.**



Members Present: Michael Flaherty, Ruth Hallongren, Edward Konstatny, Julianne Murphy, Dennis McNamara, Justyna Koc, Mary Casey-Incardone, Beth Dunn, Mary Elkins, Enisa Mehmeti, David Anderson, Rebecca Fournier, Lauren Kosrow, Jacqueline Mullany, Roseanne Feltman, Patricia Knol

Ex-Officio Members: Susan Campos, Jodi Koslow Martin, Paul Jensen, Kevin Li, Jennifer Davidson

Non-Voting Members: Kurian Tharakunnel, Vezire Osmani, Hilary Meyer

Guests: Mary-Rita Moore, Brenda Jones-Watkins, Purva Rushi, Pamela Harmon, Selma Mehmedagic, Gretchen Reyes, Derrell Carter, Shelley Tiwari, Leslie Wester, Tom Kanan, Humberto Espino, Christina Hunt, Tim Nystrom, Sandra Berryhill, Derek Salinas-Lazarski, Hanan Merheb, Jean Dugo, Geri Brewer, Farzan Ghauri, Ric Segovia, Jenny Giangreggo, Denise Jones, Linda Martinez, Kevin Forman

APPROVAL OF MINUTES

Dr. Flaherty asked for a motion to approve the minutes of **April 11, 2021** Academic Senate Meeting. VP Susan Campos made a motion to approve, seconded by Julianne Murphy. Motion carried.

COMMITTEE REPORTS

A. College Curriculum: Julianne Murphy stated that College Curriculum met on May 6th. There were 3 new programs approved by the curriculum committee. C443E Police Academy Training Certificate, 23 credit hours, C443D Reserve Officer Training Certificate, 22 credit hours, C447I Truck Drive Train Repair Certificate, 21 credit hours. There were 50 revised programs with the GPM (Guided Program Mapping). There were 8 major course changes. Music in America it use to be MUS 216 is changing to MUS 104 to conform to the other universities that have the course at the 100 level. REN 230 there was a title change, Renewable Energy Systems Operations in Maintenance, title change for REN 210, Advanced Photovoltaic Installation, title change for REN 130, National Electrical Code & Renewable Energy Systems. Two new courses COT 100 and AUT 279 which are reflected in their respective curriculum. There was one deleted course which triggered the fire curriculum have multiple revisions. Minor course changes: CIS 121, FIR 125, 121, REN 100, 110, 120, 200, 220, 240, MAT 341, and MUS had several updates they were not updated for many years. Salvador from the music department is updating the course outline to make sure they fit with the general education learning outcomes. Julianne asked members for a vote.

Dr. Flaherty asked for a motion to approve the College Curriculum report, seconded by Beth Dunn Motion carried.

Julianne also shared: The Course Outlines that have not gone through curriculum for a while. They have the old GEN ED learning outcomes on the form. Administration will not like these courses offered unless they are updated to the new GEN ED learning outcomes. The committee previewed all the courses in fall and spring and they were not on the schedule except for the CIS and MUS courses. The CIS and MUS courses have a plan built out to revise each one of the courses periodically every semester. The committee is advising members if they are not offering the course, the department chair or coordinator should delete the course unless they revise them and offering course again.

Julianne shared other items: Inactive Programs. The committee distributed a list of programs that were made inactive within the last several years. The department chairs and deans were alerted that the programs should be looked at and either be deleted, or reactivated, or if on a waiting period.

The committee voted on using Standardized Terminology for Learning Outcomes. There was some confusion which learning outcome were directing. The committee voted on common language to make sure when discussing these, they know which learning outcomes are being addressed. The language voted and approved were:

- General Education Learning Outcomes
- Program Learning Outcomes
- Course Learning Outcomes (the actual language now is one to two sentences to indicate what the course learning outcomes would be, may go back to bullet points when working with Watermark and expand upon the Assessment committee recommendations to be 1 to 6 course learning outcomes per course).
- Topical Learning Outcomes (lowest level outcome that matches each topic on the course outline).

Patricia Knol asked if the name has changed for the Course Outline.

Julianne shared the title is not finalized, will resume in the fall and rename it. Proposed name Standardized Syllabus.

Patricia Knol personally stated she was not in favor of using the term "syllabus" but rather "course outline".

VP Campos clarified that nomenclature is a challenge. Every entity, every agency calls things differently. When ICCB says Master Syllabus is equivalent to our Course Outline. "Think about other agencies when using those terms".

Julianne stated when working with ICCB or IAI they usually don't know what we are talking about when we say Course Outline. Most of the entities call it syllabus. We will continue to work and make it the best documents.

Kevin Li reinforced VP Campos' statement that the State does call it master syllabi or departmental syllabi.

Julianne shared couple more items:

Approximately 164 programs, of these 117 were updated to the guided program mapping and 47 still pending. Update on Watermark, there are three portions to the curriculum management system will be working on.

1. Curriculum management (typically course and curriculum proposal form)
2. Course syllabus system
3. Update to the Smart Catalog

VP Campos addressed questions in the chat regarding Watermark. VP Campos stated that Watermark our new platform was originally called Smart Catalog and now not only provides for the catalog but other functions. There is a curriculum management portion, syllabus portion, planning and self-studies are assessment platform and AQUA which is our course level outcomes. She acknowledged there is a heavy lift at the start but moving forward will make all work easier.

B. Academic & Scholastic Standards: Beth Ann Dunn shared that the committee met on Wednesday, May 5th. Beth stated the new course outlined presented by Julianne was not voted on. The committee members stated that it's premature to change the policy before discussed with the faculty. The student learning outcomes are the GEN ED outcomes, program outcomes, course learning outcomes, and topical learning outcomes. The committee voted to change it to course learning outcomes. The other change is five D. Currently five D reads: "weekly schedule of readings and assignments". The committee voted to change it to: "a topical outline in weekly schedule with specific details of topical learning outcomes, assignments activities and or readings". The reason for the change is evidence from the IAI recommendations for the syllabus and ICCB. The IAI and ICCB state that the student learning outcomes should be included on all syllabi. The committee voted on the two changes to the syllabus policy. Beth encouraged the faculty to discuss the changes with their departments and a vote could be done in the fall.

Patricia Knol asked if this is individual instructor generated.

Beth stated our course outline prescribed what topics and topical outcomes are taught in the classes. The order that are taught is depended on the faculty.

Patricia Knol stated the understanding was that the outlines were neither prescriptive nor proscriptive.

VP Campos clarified that in a course outline you have to teach the topics that are listed, you can add more but cannot take them away.

Julianne Murphy stated that it has been the long standing practice that the instructor has to teach all the topics on a course outline because that is how it was approved. They are free to teach those topics in the manner they choose.

Dr. Anderson reminded all that in the faculty handbook it's clear no curriculum should go into curriculum unless all full time faculty have had a chance to discuss it.

VP Campos shared the college owns the courses, the faculty do not. The faculty are responsible for teaching the courses as they have been approved by the topics.

Patricia Knol stated that the institution does on own her class.

Beth shared that with the syllabus policy sidelined, the committee was working on with the withdrawal policy. Two recommendations were sent to VP of Student Affairs and VP of Academic Affairs for an automated general petition process and updating the student facing page. When students go online to withdraw there is a script at the bottom that needs to be updated concerning counselors and advisors new roles. Encouraged that student are made aware of the financial and academic implications of a withdrawal on the page. The committee sent a short survey regarding withdrawals to VP Campos. Beth also shared that she is stepping down as Chair of ASSE.

- C. Student Development:** Mary Casey-Incardone stated that the committee met on Friday, April 23. The committee will meet in the summer. Students will have topics online to join in and discuss. Title: Connect live conversations with students and faculty. Mary Casey encouraged anyone with suggestions or would like to join the committee please email marycasey@triton.edu. A doodle poll will be sent out when everyone is available to meet.
- D. Academic Support:** Christopher Clem stated that the committee met on April 21st. The committee had a visit from Christina Hunt who gave an update on CRM Advise, which will be the new retention alert tool which will be rolled out this summer as a pilot, should be live in the fall semester. Additionally, retention alert can be synced with blackboard. If using the attendance tool or grade tool it will have an automated alert. Tom Kanan shared ASC Form feedback from students and tutors with a ticketing system. The form does not need to be modified in any way. There is a mobile version of the ASC Form. Please email questions to tomerkanan@triton.edu.
- E. Campus Quality:** Jacqueline Mullany stated the committee discussed the direction of the committee. The primary focus was on air filter concerns. The representatives from facilities management will get back to the committee with their concerns.
- F. Professional Development:** Roseanne Feltman stated the committee discussed finalizing the plan for Fall workshop and reaching out to the faculty in search of ideas and recommendations to increase nominations for outstanding faculty.
- G. Assessment:** Derek Salinas-Lazarski shared that the GEN ED assessment was completed.
- H. Online Education and Technology-** Justyna Koc shared that the committee met on May 5th. The committee considered two separate requests for the online training waivers. One was approved for recommendations and the other is still pending. Humberto Espino sent an email to the faculty with Blackboard update. There will be a Blackboard update scheduled for Monday, May 17th at 10 p.m.; Blackboard will not be accessible until 1 a.m. Several of committee members will be involved over summer semester. Blackboard help will be available. There will be open sessions in June and July to assist faculty members with summer courses. The committee will be volunteering during the summer for the CRM Advise pilot program. There are several sections added for the online pedagogy training. Kevin Forman, Instructional Designer will be available to assist with any instructional design needs over the summer. The committee discussed the dissatisfaction of faculty regarding online training requirements, especially pedagogy. The committee will be addressing the design of the modules. Kevin will assist in reviewing the modules, especially module 3.

Julianne asked does it allow full time faculty and adjunct members to teach an online class that was already approved.

VP Campos stated it allows them to teach an online course if it is a college or shared owned course, yes. If it's developed by a faculty member, no. They can teach and develop a course online.

OPERATIONAL ASSEMBLY REPORT

Kurian Tharakunnel, stated that Operation Assembly met on May 10. Kurian shared updates on the following committees:

- **Academic Affairs:** Reported that Andrea Blaylock faculty member in Engineering Technology and Student Team made it to the finals of the US Department of Energy Solar District Cup Collegiate Design Competition 2021. Triton team was the only team from a community college to make it to the finals. Triton College is part of a consortium awarded a US Department of Labor H1B grant for advanced manufacturing. The college will receive \$592,000 for over 4 years to provide tuition fees, supplies, and books for more than 80 students in welding, electronic designs, mechatronics and diesel engine repair programs.
- **Student Affairs:** Reported that Spring 2021 Commencement Ceremony on May 15th. Also, we are getting ready to restart in-person and new student orientation sessions. There are 9 sessions planned for summer, starting June 14th.
- **Business and Facilities:** Reported that they have updated the installation of the artwork in the R building. They are also working on the cost aspect of the installation. They are exploring grants that can fund the continued maintenance of charging stations. They're also working on setting up 457 supplemental retirement plan offered thru SURS.
- **Technology:** Reported working on implementation and integration of many new and existing platforms including Blackboard, Watermark, and CRM Advise.
- **Diversity:** Reported that had the final DEI framework committee facilitated by Kaleidoscope to discuss the draft to the DEI plan. There will be two more foundational training sessions for administrators that will be conducted in May and June.
- **Guided Pathways:** Reported that Pillar I subgroup is working on completing the rest of the program maps. Also, they are working on the communication process to sustain the process of creating maps when new programs are added. The Pillar II subgroup is working on first year experience redesign, and the CRM Advise implementation is part of it. The Pillar III subgroup is working on recommendations for a redesign of course scheduling process. Also, a subgroup for Pillar IV has been created.

- **Human Resources:** Reported discussing supporting strategic plan items related to employee engagement. Also, working on developing further training opportunities for search committee members thru PDC.
- **Research and Institution:** No report.

NEW BUSINESS

A. Announcements:

Dr. Flaherty stated based on the size of the senate and based on the need for the senate to be a conversation, will remain virtual going in the next school year.

We will have returning senators and there will be a couple of new faces.

ADJOURNMENT

Motion to adjourn by Lauren Kosrow and seconded by Rebecca Fournier. Motion Carried.

Dr. Flaherty adjourned the meeting at **4:02 p.m.**

Respectfully submitted: Casandra Ramirez
Casandra Ramirez

Minutes Approved: Dr. Michael Flaherty
Dr. Michael Flaherty