

ACADEMIC SENATE REPORT

Tuesday, November 12, 2024

[Blackboard Collaborate Ultra](#)

I. CALL TO ORDER:

Ms. Beth Dunn called the meeting to order at **2:32** p.m.

II. Members Present:

Frank Alvino, Lenier Anderson, Heather Amwoza, Christopher Clem, John Cody, Elizabeth Collins, Rob Connor, Beth Dunn, Joyce Fritz, Mohsin Habeeb, Ruth Hallongren, Larry Manno, Dennis McNamara, Selma Mehmedagic, Julianne Murphy, Jacqueline Mullany, Salvatore Siriano, Calvin Washington II

Ex-Officio Members: Jeanette Bartley, Susan Campos, Paul Jensen, Joe Klinger

Non-Voting Members: Hilary Meyer

Guests: Gregg Beglau, Michael Crenshaw, Purva DeVol, Michael Garrity, Panos Hadjimitsos, Rachel Hindery, Lisa Huff, Jodi Koslow Martin, Brenda Jones Watkins, Denise Jones, Justyna Kohtz, Jason Lemberg, Shekinah Lawrence, Mel Loucks, Suzi Maratto, Mary-Rita Moore, Troy Moran, Lena Musa, Kurian Tharakunnel, Shelley Tiwari, Nicole Zumpano, Leslie Wester

III. APPROVAL OF MINUTES

Ms. Beth Dunn asked for a motion to approve the **October 8, 2024**, Academic Senate meeting minutes. Ms. Gail Krahenbuhl motioned to approve, seconded by Ms. Selma Mehmedagic. Motion carried.

IV. COMMITTEE REPORTS

A. **College Curriculum:** Dr. Julianne Murphy stated that the College Curriculum Committee met on November 7.

New Course (s): (1)

- PHS 200 Undergraduate Open Seminar in Physical Sciences: A new course where students can conduct an independent research project and present it to the instructor.

Revised Course (s): (5)

- PHY 100 General Physics
- PHY 101 General Physics, Mechanics, Heat and Sound
- CHEM 110 Fundamentals of Chemistry
- CHEM 132 Elementary Organic Chemistry
- CHEM 140 General Chemistry

These courses had updates to their prerequisite requirements, which were displayed during the meeting.

Revised Curriculum:

- C217E Diagnostic Medical Sonography AAS
- C317E Diagnostic Medical Sonography Certificate

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These curriculum revisions were made to update course descriptions following requirements from the accrediting body.

Ms. Beth Dunn asked for a motion to approve the College Curriculum report, a motion was moved by Mr. Dennis McNamara and seconded by Mr. Tuan Dean. Motion carried.

Dr. Julianne also shared:

- **Spring Dates and Deadlines:** The deadlines for submitting items to the curriculum for the February meeting are approaching. It's recommended that materials be submitted to the dean in early January.
- **Online and Hybrid Courses:** Six online courses and four hybrid courses are being developed.
- **Curriculum Pathways Review:** Emphasized the importance of reviewing curriculum pathways to ensure that courses these reviews are completed by the end of semester, or revisions can be submitted in the spring.

B. Academic & Scholastic Standards: Mr. Dennis McNamara shared that the committee submitted the forgiveness policy sketch to Ms. Beth Dunn, aiming to discuss it at the December Senate meeting. They are also reviewing the Academic Progress Standards page, which has several concerns, and prefer to address the topic later, as they've made additional progress.

C. Student Development: Ms. Mary Casey-Incardone shared that the Student Development Committee met on November 8 and planned several events.

- **Lunch and Conversation:** Thursday, December 5, from noon to 1:30 p.m. all faculty (full-time and adjunct) and students are invited to the cafeteria for an informal lunch event to encourage interaction. Attendees should bring their lunch or buy from Bob in Tri Café. Chef Denise will donate cookies. If successful, this could become a regular event.
- **Blood Drive:** Wednesday, March 5, from 10 a.m. to 2 p.m. the committee will partner with Nurse Laura and Health Services for a blood drive. Everyone who can donate is encouraged to participate to help recruit donors.
- **Faculty-Student Trivia Contest:** Thursday, April 3, from noon to 1 p.m. There will be a trivia contest in the cafeteria, with departments encouraged to donate prizes for the winners.

The committee also agreed to partner with Mr. Ian Torres from the Transfer Center to support initiatives for undocumented students. The next committee meeting will be on Friday, December 6, at 1 p.m. via Blackboard, and everyone is welcome.

D. Academic Support: Mr. Christopher Clem shared that the committee is finalizing its goals for the semester, with confirmed focus areas:

- Engagement with attendance through the portal and its impact on retention and early alert systems.
- It continues to track the impact of the late registration policy (adopted two years ago) that prohibits late registration. It plans to gather more longitudinal data on its effects on student success.
- There is concern among faculty that the website and portal are not user-friendly, particularly for neurodiverse students.

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- The committee wants to explore this issue and avoid duplicating efforts. To that end, it asks Senate members, especially other subcommittee chairs, if anyone else is already addressing this concern so they can collaborate rather than duplicate work.
- The committee is seeking input from other subcommittees on the usability of the portal and website for student success.

Mr. Michael Garrity stated the web staff is always available to discuss ideas and feedback on the current website. If the site is migrated to a new platform, there will be efforts to gather input from the entire campus on desired features and functionalities. This conversation can happen at any time, not just when considering a new content management system (CMS). Regarding the portal and self-service cards, there was some confusion about locked cards for employees, which are not visible to students. Students can customize their portal by rearranging and selecting which cards to display, with very few cards ever being locked for them.

Mr. Christopher Clem shared that this may not be the right forum for this, but I've noticed that for students, unlike employees when cards are bookmarked as favorites, I can unclick them to hide them. However, the next day, they reappear, so the change isn't permanent.

Mr. Michael Garrity stated the card should only reappear if it was changed, which might cause it to show up again when selecting bookmarks. It's meant to be permanent, so you shouldn't need to do this every day. We can look into this issue, but the bookmark should stay selected for each person.

E. Campus Quality: Ms. Jacqueline Mullany shared the October meeting of the Greening the Campus Committee, a few key points were highlighted:

1. **Reuse It Room:** The room is low on supplies, and donations are needed.
2. **America Recycles Day:** An educational recycling event will be held in the cafeteria on November 15.
3. **Campus Quality Updates:** Alec Liz has become the new chair of Campus Quality, bringing fresh energy. The previous chair will assist with the transition.
4. **Pending Discussions:**
 - **Anonymous Feedback:** Exploring ways for faculty and employees to submit concerns anonymously to the committee.
 - **Parking Issues:** Consider adding signage to address parking violations.
 - **Nursing Moms:** Discuss the need for a dedicated space for visiting nursing mothers, especially during community events at the library.

The next meeting is scheduled for November 21 at 2:30 PM.

F. Professional Development: Ms. Beth Dunn announced that Ms. Gail Krahenbuhl is the new Chair of the Professional Development Committee as of January 2025.

G. Online Education and Technology: Ms. Beth Dunn stated that OETC is still looking for a Chair.

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- V. **Operational Assembly:** Ms. Hilary Meyer stated that the Operational Assembly met on November 11, and reported to the following committees:
- **Human Resources:** Open Enrollment information will be going out to all full-time employees next week. The Spring 2025 semester schedule went out to all staff last week. An updated schedule with summer dates will be distributed in February or March. The Sexual Harassment training has been completed by most full-time employees. Reminders will be sent out to hourly employees, adjunct faculty, and those that have yet to complete the training. An agreement has been reached to hire a Tenure Track Nursing Faculty, which will be going to the Board this month for approval.
 - **Information Technology:** An offer has been made to a candidate for the Coordinator of Degree Audit position. The new refund schedule is now live for the Spring 2025 semester credit courses. IT has a quote for Modern Campus CMS (website redesign and migration) and is aiming to present it at this month's Board meeting. IT is collaborating with Financial Aid to configure new Colleague screens and testing processes. IT is working with departments and the National Student Clearing House to clean up several thousand records with graduate status questions with hopes of having everything ready for NSCH to submit to Gainful Employment by the deadline of January 15, 2025. CRM Recruit has been put into production with several edits to streamline and funnel students into the correct applications. Experience has new cards in the student portal, including:
 - Save \$25 when signing up for the Payment Plan through December 31.
 - Don't Get Hooked-phishing awareness: Students have also been emailed to inform them of the latest phishing campaigns and strategies.
 - 1098T Educational Tax Benefits awareness
 - Working on finishing the new version of the Electronic Resource Guide.
 - The optional "drop reason" field has been enabled in self-service for when students drop their classes. This pilot will provide helpful feedback from students.
 - Mitel phone systems will be updated over winter break.
 - New servers will be created for the latest version of Colleague and self-service.
 - **DEI:** The Equity Plan has been folded into the Strategic Plan to make it an institutional initiative in this final year of the current Strategic Plan. The committee has 16 members and the Equity Plan is due in May 2025. The Equity Plan is available in the portal under HR. Planning is underway for Black History Month and Women's History Month. Policies, equity, and inclusion for employees and students, as well as the Heritage calendar, can be found at www.triton.edu/DEI.
 - **Guided Pathways:** Dean of Adult Education, Gregg Beglau was invited to present an overview of their initiatives and discuss the Gear Up program. A handout was distributed:
 - **Career Awareness and Exploration**, free courses to help students explore different careers.
 - **Bridge to College**, help students learn skills to enter college, a training program, or employment.
 - **Integrated Education and Training (IET)**, students co-enroll in a career and technical education/courses/certificates while continuing to improve on English language skills or earning a high school diploma.
 - **Research:** The Spring 2025 Enrollment Report started going out on November 1. Reports will be available in the Research Portal and sent out daily through the listserv through February 5, 2025.

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- **Academic Affairs:** *Continuing Education*-ICCB Non-credit workforce grant has created an additional cohort of the HR Program beginning November 25. Center for Business (CBPD) established a professional development training to be utilized by local businesses in the area. CBPD Completed a 3-part workshop on marketing for the Oak Park Chamber of Commerce. *Adult Education*- Project College in the B building Monday, November 11 from 9 a.m. to 12:30 p.m. and Tuesday, November 12 from 6 p.m. to 9:30 p.m. More than 1000 Adult Education students will be attending and looking for more information on academic programs and support services. 1st quarter enrollment is up 36% from 1st quarter 2023 (+274 students). One of our Adult Education Students is featured in Scale Lit's (an AE core partner at the AJC in Maywood). *Early College*-will be offering a dual enrollment pathway for high school students to complete the 9-credit hour Sports Management Certificate that includes the opportunity to earn two industry credentials in sports officiating and Lifeguarding, before high school graduation.
- **Student Affairs:** *TRIUMPH and SURGE*- Cozy Day In Friendsgiving Edition: Thursday, November 21. TRIUMPH and SURGE and Student Life Annual Community Service Event 2024 Christmas Toy Drive and Adopt-A-Wish. If interested please sign up by November 15. Will have cookies and hot chocolate on December 10 for participating, staff and faculty. *Academic Advising:* Academic Advising Newsletter First Year Students receive monthly newsletters from the academic advising office entitled "New Student Bulletin". November has been dispersed. Academic Advising Workshops with Career Services:
 - Undecided-Tuesday, November 12, 1 p.m. and Tuesday, December 10, 5:30 p.m. via Zoom
 - Registration Initiatives: helping current and new students with Spring 2025 registrations, academic plans, etc.
 - Spring Registration Rallies-Tuesday, October 29, 9 a.m.-4 p.m. and Wednesday, November 13, 9 a.m. – 4 p.m.
 - Holiday Rush Registration-Monday, December 9 and Thursday, December 12.
 - Transfer Center: How to Pay for College Workshop-Monday, November 11, at noon – 1 p.m.
 - Parent Information Night for Dual Degree Students-Thursday, November 21, at 6 p.m.
 - Several on-going University Representatives throughout November and December
 - Admissions: Register for Triton Week at Leyden Township:
 - Monday, December 2, 10:30 a.m. – 1 p.m. at East Leyden High School
 - Thursday, December 5, 10:30 a.m.- 1 p.n. at West Leyden High School
 - RSVP by Friday, November 15
 - TRIO- Celebrated National 1st Generation Day with a Game Day in the cafeteria on November 6.
 - Library-Welcomed librarians from across the area for our Library Forum on Neurodiversity, on November 1.
 - Doctoral Support Group-November 20, 2 p.m.- 3 p.m.
- **Business Services:** *Marketing:* Credit Schedule printed out in the community by the end of next week. Newsletter Connect-out in the community. Spring Digital, Social media, commercials-off to the races for Spring Enrollment push into the community. *Athletics:* Fall seasons are done. Spring is underway for students in sports. Finance: Increasing spending with women and minority, veteran-owned businesses. Working with Ms. Susan Rohde helping employees to identify these businesses to try and increase our spending by finding

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vendors to help with services on our campus. *Police Department:* No major updates.
Financial Aid: FASFA open December 1st. *Budget:* Working with departments to plan FY26 budget requests.

VI. NEW BUSINESS

- A. **Assessment Update:** Mr. Larry Manno stated that he is close to finalizing all the members of the committee and plans to meet with everyone before the end of this semester.

Ms. Purva DeVol stated that Mr. Larry Manno gave a great update, and leadership is excited to have him on board. He is expected to meet with the committee by the end of the year and is excited and looking forward to moving forward.

- B. **Refund Policy:** Mr. Michael Garrity stated the refund schedule, last updated in 1995, is being revised to better align with current systems and practices. The existing policy allows for 100% refunds if students withdraw within 5.5% of their course days, and up to 50% refunds if they drop within 5.8%. This schedule, previously displayed in the old portal, is now absent in the new system, causing confusion for students and faculty. To improve transparency and clarity, the new refund schedule will be updated, but the overall tuition refund policy (Policy 5120) will remain unchanged. This policy outlines which fees are refundable and specifies that the refund schedule is published in the college catalog.

VII. ADJOURNMENT

Motion adjourned by Ms. Joyce Fritz and seconded by Mr. Tuan Dean. Motion carried. Ms. Beth Dunn adjourned the meeting at 3:23 p.m.

Respectfully submitted by:

Casandra Ramirez

Casandra Ramirez

Minutes approved:

Beth Ann Dunn

Beth A. Dunn