Meeting Notes

Attendees

Kurian Tharakunnel, Mike Garrity, Hilary Meyer, Purva DeVol, Shelley Tiwari, Colleen Rockafellow, Jacqueline Lynch

Meeting started at 2:03 pm

Committee Updates

Academic Affairs Rep (J. Lynch):

Brief overview:
- Review of faculty credentials is complete as part of the HLC preparation process.
- Deans looking forward to meeting faculty at spring 2023 Faculty Workshop
- New faculty orientations have been scheduled for full-time and adjunct
- Deans are charged with reviewing and updating department webpages
- Class cancellation process – pilot new process this semester
- Deans and staff are participating in HLC committees

Department Updates:

Business & Technology
- Alex holding down the fort during Jennifer's absence
- Perkins on track to spend funds
- Staffing: Cons Tech, ENT Full-time positions open
- Leaking roof has been fixed
- Solar wall panels to be installed in the T building this semester

Health Careers

- 30 nurses pinned during December pinning ceremony
- Faculty hiring ongoing (PT Sterile, FT surg tech, FT US)
- GEARS II grant – simulation pads

Adult Ed

- 100 laptops being imaged for the January 23 start
- AE email addresses have positive impact on administrative processes
- FY23 funding - on track to underspend due to inability to find ESL teachers
- Hiring Completion and Transition Specialists (2)

Continuing Ed

- New partnership with high schools (welding) to offer 15-week welding courses
- Some spring classes started yesterday
- 5-6 open positions in office and childcare center

Arts and Sciences

- Staffing
    - Director of Transfer Center search in progress
    - Associate Dean position posted

Student Affairs Rep (H. Meyer):

- Open registration is happening on the enrollment side of the division.
- There will be targeted communications instead of DNP this semester.
- The first SEED graduation will be held Thursday, January 12, 2023 in the auditorium at 5 pm.
- An upcoming debate on deep dish vs thin crust pizza. Voting is open to all under the Library webpage. This is the first of many debates to come.
- The library has updated their departmental email to librarians@triton.edu. Old emails will still work.
- Hot spots funding is expiring as of April of this year. Only a small collection will continue to be funded due to a separate agreement. Laptop support will continue based on actual usage. Students are being encouraged to use existing campus and community Wi-Fi.
- There are vacancies across the department includes Trio Director.
- Carlie statewide library consortium has received federal funds for OER material creation. The library is hosting workshops in February for faculty to learn about opportunities.
- Mainstay will continue to be used as a text nudging program. Free to Project Success ECMC partnership. Mainstay is used to send information to the credit student population. The responses received from students are then directed to the appropriate department for outreach and support.
- Dual Credit is moving from F to A-125 (old CAAS office). This will complete the moving plans from the EMSA side.

Business and Facilities Committee (C. Rockafellow):

- Facilities is working on their final departmental moves as well as finalizing the plus lab.

- Academic Rep, Christopher Clem discussed Ultra Conversion was very easy and advocating to push that forward. Another topic was about scheduling and classes being dropped for spring and if there had been any improvements this semester.

- Marketing billboards, tv and radio are done and now focusing on summer schedule.

- Financial Aid reported that they are open on Saturdays and focusing on spring enrollment.

- Drop for non-payment will not be done this semester. Different conversations are happening behind the scenes.

- The Cernan Center has the moon rock from Apollo 17 and all are invited to visit.

- W2s will be coming through.
- Colleen reported that she is focused on working on the budget, working with the executive team regarding everyone who presented and their submitted requests as well as HLC.

Human Resources Committee (J. Klinger):

No report

Technology Rep (M. Garrity):

Projects completed in December 2022:
- CRM Advise and Twilio integration
- Ellucian Ethos configuration
- Adult Education Student Emails

Ongoing projects include:

- The rebuild of the Virtual Server environment of the A building servers are now complete. M building servers are currently being worked on.
- Campus Logic Financial Aid platform and Capses integration.
  - Server and integration component with IDT and Campus Logic was done in December and now waiting for Capses to finish up the process.
- Blackboard migration is moving well with nearly 100 instructors that have completed nearly 300 sections.
- Ellucian Self Service implementation is ongoing
  - Self Service customization training will be held Thursday and Friday of this week. All of IT will be in this training.
- Managing Loanable Technology with Microsoft Intune
  - AE 100 laptops will be the first to be put into MS Intune. This allows IT to send scripts to the laptops, notices to users indicating laptop must be returned, and even shut off the laptop for more control.
- Smart Interactive Flat Panels
  - 20 of the oldest smart projectors on campus will be replaced by the Board approved smart interactive flat panels to be completed this week, before the beginning of classes. Chalkboards will be replaced with whiteboards.
- Refund Policy changes
  - Ongoing discussions about changing the window of drop and which percentage refund to get based on the start of the term not at the start of the section.
- Dual Credit Application review and cleanup
  - Third round of changes are being reviewed.
- Welcome letter processing and distribution from Recruit

- o Working with Admissions and will be following up.
- Ellucian Experience starts this month and runs until June. The portal will be gone and a new portal will be built. Meetings have been scheduled over the next six months.
- Waitlisting for registration for spring is close to 400 sections. An automated report will go to deans and coordinators to inform them which sections have students in the waitlists and to help them make informed decisions.
- Core Switch replacement will be done when the campus is closed.
- The scheduling process is being actively re-reviewed with Ellucian to go back to some form of automation.

DEI Rep (P. DeVol):

- College Hour is scheduled for February 16. Submissions are welcome.
- Black History Month events are being planned out. More information to follow.

Guided Pathways (S. Tiwari):

No report

Research (K. Tharakunnel):

- The Fall 2022 Fact Book will be published in the next couple of days and will be available on the website and Research portal.

Student Rep (Naidelin Alvarez):

No report

Old Business

FY23 Goals:

1. Process for faculty credential tracking
2. Implementation of Ellucian experience

New Business

- Next meeting: February 13, 2023

Meeting adjourned at 2:54 pm.