

CALL TO ORDER

President Moore called College Council to session at 2:03 p.m.

ATTENDEES

Council Members Present:

Mary-Rita Moore, Erica Baffa, Christopher Clem, Dr. Michael Flaherty, Mike Garrity, Audrey Jonas, Kevin Li, James Malarski, Hilary Meyer, Susan Rohde, Dr. Purva Rushi, Shelley Tiwari

Absent: Dayanne Figueroa, Laura Martin Del Campo, Elise Rapala

Others Present: Humberto Espino, Andrea Bangura, Christina Skasa, Susan Campos, Lauren Kosrow, Angela Staunton, Jodi Koslow Martin, Linda Wilkins, Kurian Tharakunnel, Tim Nystrom, Alicja Kapusciaz, Brenda Jones Watkins, Sandra Berryhill, Derrell Carter

APPROVAL OF MINUTES

Dr. Michael Flaherty made a motion to approve the minutes of the October 14, 2019 College Council meeting, seconded by Mike Garrity. The motion carried unanimously by voice vote.

HOT TOPICS

James Malarski brought forward the topic of the Integrated Education and Training (IET) program, a certification program developed by the Adult Education and Automotive departments. Additional information is available via the following [link](#). President Moore suggested the Adult Education Department present the program highlights during a future Council meeting.

OPERATIONAL ASSEMBLY

Mike Garrity reported Operational Assembly met on November 4 and provided the following highlights. **Academic Affairs** gave an update on the Dual Credit program, which provides high school and college-level credits to students. The College offers over 100 dual credit courses in 15 academic areas with 92 adjunct faculty teaching courses. Part of the program represents a pilot of a half-day cohort program to expose students to in-demand career paths. Enrollment in the dual credit program has increased by 67% in the last 3 fiscal years. **Business Services** reported they have begun the FY21 budget planning and cross-functional department meetings. They are collecting outstanding student debt as well. **Human Resources** reported the Professional Development Center is assembling a committee to assist with year-end Coworker Connect events including a December holiday tea. Any Council members interested in joining the committee should let Susan Rohde know. Coworker Connect stated Yoga Wednesdays have about 6 to 7 participates each week. **Technology** reported there is a new Nelnet Facts payment plan that is live, and this will resolve any issues that students may have potentially had with timeout issues. It was possible before that students with a long academic history, the Facts payment plan page would timeout before it finished loading, but this update removes that concern.

Diversity Committee reported the plan to engage with an external consultant for the upcoming year that will include recommendations, strategies, and focus groups in 2020. **Old Business**, Human Resources has submitted a draft of the employee performance standards for review with the Executive team. In follow-up to the October discussion, AVP Garrity noted the Electronic Resource Guide is now live on the employee portal and the guide contains a link to submit updates or changes. **New Business** update, Workforce Equity Initiative (WEI) grant team is filling open positions and a questionnaire for prospective students is available on the website.

President Moore inquired if an Electronics Resource Guide communications strategy has been created. Mike Garrity stated at this time they planned a message in Triton Today and employee referrals. President Moore encouraged College Council members to distribute the information to their employee groups.

ACADEMIC SENATE

Michael Flaherty reported that Academic Senate met on October 3 and provided the following updates. **College Curriculum** Committee is moving forward with credentialing the General Education Core Curriculum (GECC) Certificate for students in AA or AS programs. The committee continues to work on general education outcomes with over 400 course outlines revised. **Academic & Scholastic Standards** committee discussed membership changes to the bylaws regarding the number of representatives serving on the committee. The committee's primary focus will be the student withdrawal rates at the College. **Student Development** Committee continues with Troy Talks Series featuring Trio, Triumph, Scholars, and Genius programs. **Campus Quality** Committee discussed gender-neutral bathrooms and potential locations on campus. The committee discussed the request for food venues in the R building and access to the fitness center. **Greening** Committee announced that the College has been certified as a Bee Campus USA affiliate. **Assessment** committee is focused on critical thinking for the general education outcome assessment for this academic year. **New Business**, Senate approved removing one Senate Counselor seat due to the department size. Dr. Susan Campos presented the updated online course development program, similar to the previous program, it uses the online course instructor developer to guide courses.

President Moore asked if Council would like hearing more about the GECC program at an upcoming Council meeting. Council agreed, Dr. Flaherty will let Senate know of the interest and provide an update at a future Council meeting.

STUDENT SUCCESS

Shelley Tiwari provided an update on Guided Pathways Steering Committee's work with regard to the first two pillars of Guided Pathways for their action/project plan:

- Pillar One: "mapping pathways to student end goals" - a sub-committee lead by Dean Li has been working on clarifying meta-majors groups with plans to complete by the end of

this semester.

- Pillar Two: “helping students choose and enter a pathway” - a sub-committee has been working on redesigning the student onboarding process with plans to complete by summer 2020.

Ms. Tiwari plans to present a formal update at the December Council meeting.

OLD BUSINESS

COUNCIL SUB-COMMITTEE UPDATE

Audrey Jonas provided an update on the election process sub-committee’s draft process document. The committee is currently reviewing the updated council election process with plans to share the proposed document at the December College Council meeting.

NEW BUSINESS

COMMUNICATION GOAL

President Moore invited Dr. Purva Rushi to discuss the next step regarding our Communication goal. Dr. Rushi reminded Council of the three goals for FY2020:

1. Council will provide oversight on the preparation of the HLC focused visit on assessment.
2. Council will provide feedback on Guided Pathways planning.
3. Council will strengthen communication from Council representatives.

Dr. Rushi is forming a committee to work on goal three and is seeking 3 to 4 Council volunteers, any interested members should let her know.

OVERVIEW OF HLC FOCUSED VISIT

Dr. Rushi presented an overview of the upcoming April 27 and 28 HLC Visit and distributed the project plan timeline and a one-page overview. Dr. Rushi shared the background on HLC and Assessment; the 3 HLC recommendations regarding common assessment language, general education outcomes and program assessment; project plan components; and Council and the College’s role. After the presentation, Council members shared their thoughts and feedback on the HLC focused visit information. Hilary Meyer inquired what the planned outcome from the April visit is. Dr. Rushi stated that the College has only one option to pass. Based on the evidence completed in the last two years the College is in excellent shape. The Assessment team with Lauren Kosrow and Christopher Clem’s leadership has changed the culture and placed the College in a very good place. The pre-visit report will list all the detailed evidence for the three recommendations. Key takeaways for Council members are to be aware of the work and review the pre-visit report that will be shared on the portal. Council members acknowledged the campus-wide efforts and that the College will continue to strengthen and move forward with these efforts.

ASSESSMENT UPDATE

President Moore invited Lauren Kosrow to provide a status update and plans for Spring 2020 regarding student learning assessment. Lauren shared the assessment vision and highlights

from phases one and two. See the attached presentation. All reports and information are posted [here](#) on the portal for anyone interested in reviewing the documents.

OTHER

Erica Baffa asked for an update on the Title V external evaluator visit held last month. Dean Li explained based on feedback received from the external evaluator before the October visit, the College Council meeting was not held. The evaluator provided recommendations on the Internal Monitoring Team (IMT) membership, during the visit. Dean Li will provide an update at a future meeting after the evaluator's report is received.

Hilary Meyer extended a congratulations to and announced that Council Classified Representative Dayanne Figueroa had a healthy baby boy.

NEXT MEETING

The next meeting of College Council is December 16, 2019, 2:00 p.m. – 4:00 p.m. in B-204/210.

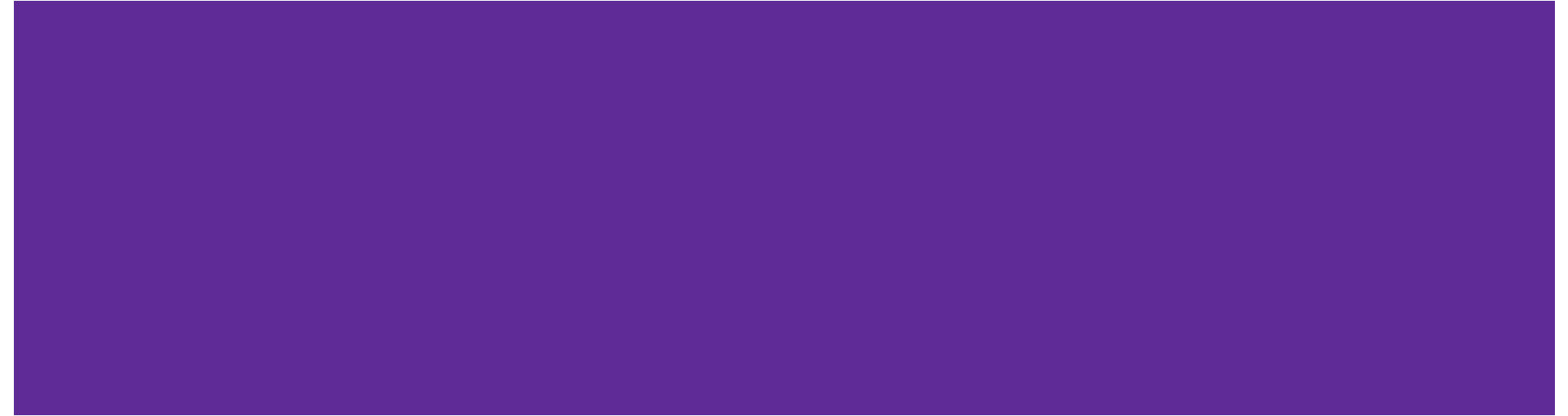
ADJOURNMENT

Dr. Michael Flaherty made a motion, seconded by Mike Garrity, to adjourn the meeting. College Council was adjourned at 2:57 p.m.

/jf

Assessment of Student Learning: Status Update

College Council | November 11, 2019



Vision

Develop and implement a **systematic, sustainable structure** for student learning outcomes assessment at the program and general education level in Academic Affairs.

Phase 1: 2018-2019

- Attended internal and external professional development
- Wrote and approved program-level learning outcomes
- Revised general education outcomes
- Created curriculum maps
- Held first Learning Improvement Week

Phase 2

2019-2020

Phase 2: Fall 2019

- Assessment plans due September 15th
- Five subcommittees formed
 - Peer Review Panel
 - General Education Outcomes Assessment: Critical Thinking
 - Program Assessment
 - Course Assessment
 - Learning Improvement Week

Phase 2: Spring 2020

- Peer Review Panel
 - Evaluate and fund faculty requests
- General Education Outcomes Assessment
 - Evaluate student artifacts and share assessment data on students' critical thinking skills
- Learning Improvement Week and Learning Improvement Summit
 - Held April 13-17th
- HLC Focused Visit
 - April 27-28th
- Assessment Reports
 - Due May 15th

Questions?



HLC Focused Visit: April 27 and 28, 2020

Three Requests:

In its Mid-Cycle Review Report, the HLC team recommended a site visit in spring 2020 with the following tasks to be achieved by then:

1. Triton College should develop an assessment glossary and common assessment language for discussing assessing general education and program assessment campus-wide.
2. Triton College should fully develop an institution-wide assessment plan for general education. The plan should:
 - a. identify how general education outcomes will be defined and assessed **systemically** at the college,
 - b. identify measurements for institutional comparison of data,
 - c. collect, analyze, and share resulting data, and
 - d. determine adjustments based on the analysis.

Within two years, Triton should have an institutional assessment plan in place for general education with data showing prioritization and budgeting based on data analysis.

3. Triton College should develop program student learning outcomes for all programs. The outcomes should:
 - a. identify program learning outcomes (what do they want students to know upon completing the program),
 - b. identify how these program learning outcomes will be taught and assessed,
 - c. report on how well students learned the program outcomes,
 - d. analyze where learning did not occur, and
 - e. determine adjustments based on the analysis.

Within two years, Triton should have program student learning outcome data, analysis of data, and adjustment information showing prioritization and budgeting based on data analysis.

Pre-Visit Report:

A pre-visit report on these tasks is required, consisting of evidence of our progress on the three requests. It will also include our project plan. The pre-visit report, to be submitted in early January to the HLC, will guide the two HLC reviewers on their April visit.

HLC Focused Visit Overview

November 11, 2019

Background on HLC and Assessment

March 2014

- Accreditation continued on Standard Pathway for period of 10 years, but placed on interim monitoring for 3 areas, including assessment. Progress to be evaluated 4 years later.

March 2018

- Completed a Comprehensive Evaluation Visit as part of Year 4 review. During the Visit, the HLC team **“...found evidence regarding the college's commitment to student success and the improvement of courses and programs through the use of assessment.”** However, the team also noted:
 - The college used inconsistent terminology, causing confusion on assessment
 - Lack of common understanding on gen ed outcomes and need to systemize assessment of gen ed
 - Gaps in program-level assessment, with lack of program-level learning outcomes, inconsistent program-level assessment, and lack of transparency of program-level outcomes to students

April 2020

- Based on these 3 findings, HLC required a Focused Visit to address these 3 areas of concern.

3 HLC Recommendations



Assessment Language

Develop assessment glossary and common assessment language for discussing assessing gen ed and program assessment campus-wide.

Ged Ed Assessment

Develop gen ed assessment plan that:

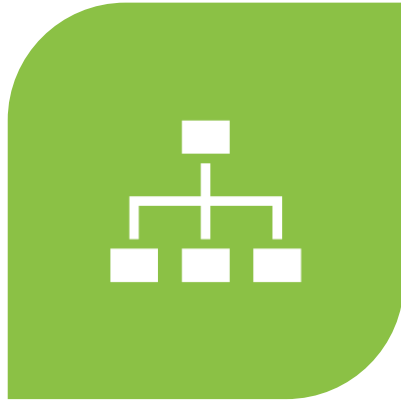
- identifies how gen ed outcomes are defined and assessed systemically,
- Identifies measurements for comparison of data,
- collects, analyzes, shares resulting data,
- determines adjustments based on the analysis

Program Assessment

Develop program student learning outcomes for all programs that:

- identifies what students know at program completion,
- identifies how program outcomes are taught and assessed,
- reports how well students learned program outcomes,
- analyzes when learning didn't occur,
- determines adjustments based on the analysis

Project Plan Components



**ACTIONS TAKEN FOR EACH OF
3 HLC RECOMMENDATIONS**



TIMELINE FOR EACH ACTION



**IMPACT ON ACADEMIC
CULTURE**

Countdown to April 27th and 28th

September and October 2019:

Project Plan



Created a project plan showing impact of the assessment work on the academic culture.

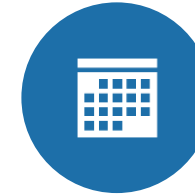
November and December 2019:

Pre-Visit Report and Evidence



- Writing required report on progress on the 3 requests and our project plan. Feedback gathered and incorporated.
- Supporting evidence shared on portal.

January- April 2020:
Focused Visit Prep



- Report, submitted early January, guides 2 HLC reviewers on their visit.
- “Mock Visit” work with Academic Assessment Comm., Assessment Fellows, other faculty, academic leadership, select staff.



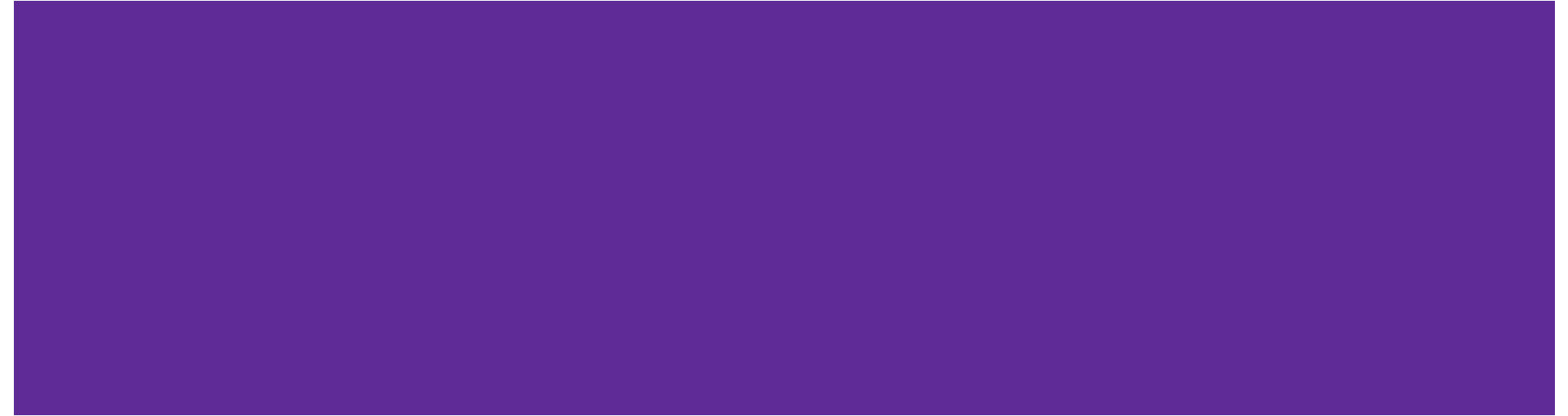
Our Roles

While primary focus is within one division, **all of us** need to be aware of HLC's visit, purpose, and work of faculty to strengthen culture of assessment.

- Shared Governance Committees= Awareness, Accurate Information
- Academic Affairs Division = Primary Division, mock visit prep, active during visit
- Assessment Fellows, Assessment Committee = Primary Roles. 2 years of assessment work pre-visit, mock visit prep, active during visit, continuing assessment work post-visit

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