

## **Pamela L Harmon**

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**From:** Pamela L Harmon  
**Sent:** Wednesday, April 05, 2017 8:07 AM  
**To:** Patricia Knol; Joseph Beuchel; Hilary S Meyer; Myrna La Rosa; James P Menconi; Oliver Camacho; Humberto Espino; Marie-Ange Zicher; Sara C Gallagher; Larry Bodzewski; Paul Jensen  
**Subject:** RE: Tadec committee meeting tomorrow

Hi Everyone,  
Unfortunately, due to death in my family, I will not be in attendance to today's meeting. I have not heard back from Humberto at this point regarding whether or not the meeting will go as planned. I believe some of you are not on campus today and make a special trip to come into the meeting, so please get in touch with him before you make the trip.  
Thank you!  
Pam

***Pamela Harmon***  
***Radiology Program Coordinator***  
***Office H-135***  
***Triton College***  
***2000 5th Ave,***  
***River Grove, IL 60172***



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**From:** Pamela L Harmon  
**Sent:** Tuesday, April 04, 2017 1:06 PM  
**To:** Patricia Knol; Joseph Beuchel; Hilary S Meyer; Myrna La Rosa; James P Menconi; Oliver Camacho; Humberto Espino; Marie-Ange Zicher; Sara C Gallagher; Larry Bodzewski; Paul Jensen  
**Subject:** Tadec committee meeting tomorrow

Hi Everyone,  
Just a reminder that we will be having a Tadec Committee meeting tomorrow in H124 from 2-3pm.

Agenda items:

1. Outline for new in-house online training
2. BLS courses
3. Open seats on the committee
4. Other

Thank you!  
Pam

***Pamela Harmon***



# TECHNOLOGY ADVISORY & Distance Ed Committee

## About the Technology Advisory Distance Education Committee

### TADEC Statement of Purpose:

*The Technology Advisory Distance Education Committee (TADEC) is a standing committee of the Academic Senate and engages in discussions and decisions related to the acquisition, maintenance and use of current and future technology for teaching and learning. In addition TADEC will advise, evaluate, review, and develop guidelines for the Triton College Technology Plan and Distance Learning Education Strategic Plan. TADEC makes recommendations on policy that are strategic in nature to promote distance education and support institutional and academic efforts of the College related to the appropriate use of technology.*

### Membership:

The committee will consist of 13 voting members representing the following areas:

- **Chair:** Faculty member of Academic Senate
- Assistant Vice President Technology & Innovation
- 6 Faculty: Representing Arts & Sciences, Business & Technology, Health Career/Public Services, Library and Counseling
- 1 Representative Adjunct Faculty
- 1 Representative from Instructional Technology
- 1 Representative from Information Services/Systems
- 1 Representative from Continuing Education
- 1 Student Representative

Representative	Name	E-Mail
Chair (Faculty):	Pamela Harmon	<a href="mailto:pamelaharmon@triton.edu">pamelaharmon@triton.edu</a>
Faculty Member	Dr. James Menconi	<a href="mailto:jamesmenconi@triton.edu">jamesmenconi@triton.edu</a>
Faculty Member	Joe Beuchel	<a href="mailto:josephbeuchel@triton.edu">josephbeuchel@triton.edu</a>
Faculty Member	Katelin Karlin	<a href="mailto:katelinkarlin@triton.edu">katelinkarlin@triton.edu</a>
Faculty Member	OPEN	
Faculty Member	Myrna LaRosa	<a href="mailto:myrnalarosa@triton.edu">myrnalarosa@triton.edu</a>
Faculty Member	Oliver Camacho	<a href="mailto:olivercamacho@triton.edu">olivercamacho@triton.edu</a>
Faculty Member	Pat Knol	<a href="mailto:patriciaknol@triton.edu">patriciaknol@triton.edu</a>
Instructional Technology	Marie-Ange Zicher	<a href="mailto:marieangezicher@triton.edu">marieangezicher@triton.edu</a>
Information Services/Systems	Pat Kushino	<a href="mailto:patrickkushino@triton.edu">patrickkushino@triton.edu</a>
Continuing Education	Paul Jensen	<a href="mailto:pauljensen@triton.edu">pauljensen@triton.edu</a>
AVP Technology & Innovation	Humberto Espino	<a href="mailto:humbertoespino@triton.edu">humbertoespino@triton.edu</a>
Student	OPEN	

### Scheduled Meeting Dates

Contact us via e-mail: [tadec@triton.edu](mailto:tadec@triton.edu)

Technology update on projects that were scheduled for spring break:

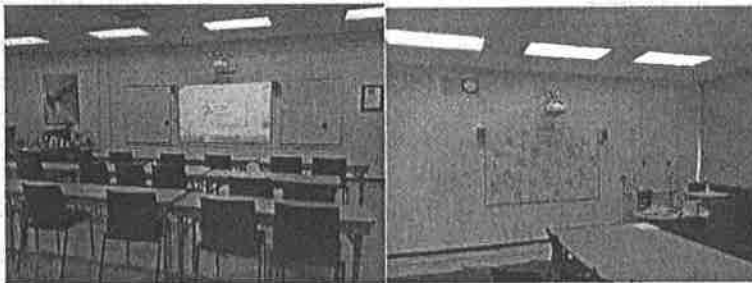
## **Blackboard**

Scheduled maintenance: Online Blackboard Portal (blackboard production) was scheduled to be offline last Monday from 3AM to 10:30am, the e-support team in conjunction with Blackboard Support applied several patch updates to address previous course issues that were identified by faculty using online. The accumulative update CUQ4205 was successfully installed, services were restored, and at this point all reported issues were addressed with this maintenance update.

## **New Interactive Classrooms**

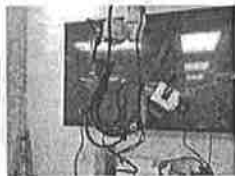
All 12 classrooms that were scheduled to be converted with interactive whiteboards this week are completed. All areas involved worked very hard and I can't thank them enough for their efforts. We don't expect any issues, but if you have any faculty reaching out for help please keep me in the loop, as with other classroom equipment we run many tests but nonetheless this is not a perfect process. (I'm including few pictures of the process).

Locations: G206, G207, G209, G306A, G306B, G308, G310A, G310B, D204, F102, T142, T152.



## **Cadaver Lab**

In addition and as requested, we expanded video and sound capability for the two cadaver lab cameras to each smartboard from their respective classroom. The installation was done on Wednesday and is now active, please let me know if any of your faculty want to use this new capability for their class and we'll gladly show them how to operate the equipment.



## **Smart classroom Updates**

As part of the refresh cycle our AV-department upgraded 5 first-generation smart classrooms with new white boards and Epson projectors.

Classrooms: F303, F310, F312, E202 and D121

Feel free to share this information with other faculty, program chairs, and coordinators.

# Technology & Innovation

## BLS Topic 6: Grading Center, Reports, and Rubrics

In this session, we will cover Blackboard Learn's internal Grade Center, working with grades, and how to apply effective rubrics that make grading faster, easier and more consistent. In addition, we will discuss how course reports, the early warning system, and the performance dashboard and the retention center can be used to monitor student progress. This session is required to qualify to teach online or hybrid courses for the college. *Pre-registration is required.* (360 minutes)

## BLS Topic 7: Working with Groups

While group work is never easy, it should not be avoided in the online environment. In this session, we will cover Blackboard Learn's group manager. This session is required to qualify to teach online for the college. *Pre-registration is required.* (360 minutes)

## BL: Blackboard Collaborate Ultra I

Blackboard Collaborate Ultra is an updated user-friendly web conferencing tool that can be used to enhance classroom instruction with live guest speakers, in online classes to hold a synchronous session with students, to conduct virtual meetings, to provide online student services and advising, etc. In Blackboard Collaborate Ultra I, you will learn how to incorporate it in your Blackboard shell and set up a conference. You will be able to add files, share applications and use a virtual whiteboard. To facilitate hands-on activities, we will be "flipping" the workshop, so you will receive links to preparatory materials prior to the workshop via Triton email. Then, in Collaborate II you will facilitate your own small Collaborate Ultra session with assistance. Collaborate II is offered by appointment only for those who have attended Collaborate I. Appointments may be scheduled via e-mail to [e-support@triton.edu](mailto:e-support@triton.edu). (60 minutes each)

Register online at  
[www.triton.edu/cte](http://www.triton.edu/cte)

For more information,  
contact us at

[e-support@triton.edu](mailto:e-support@triton.edu) or  
visit us in E-210.

## Tutorial for Blackboard Enhanced Courses (Online Workshop)

For new full- and part-time instructors looking to enhance a course or explore the Blackboard Learn environment we have the Tutorial for Blackboard Enhanced Courses. The tutorial is online, self-paced, and guides instructors through the essentials of creating an enhanced shell for their face-to-face course. Topics include the course environment and menu, adding content, adding announcements, sending email, the grade center, and Triton's Online Protocol. In addition, clinical nursing faculty will have a module on creating groups. This session is required before one can request an enhanced course shell in Blackboard Learn, including adjunct faculty looking to fulfill their course shell requirements. The tutorial is active throughout the term, and faculty can start at any time. To register, please email [e-support@triton.edu](mailto:e-support@triton.edu) and ask to be added to the tutorial.

## BL: Open Lab

Get started on the right track! Bring your syllabus, any other materials and questions. We'll help you set up your enhanced shell for your face to face course, including your grade center! We're also available to answer your Smart Board related questions. We're opening the lab at 8 a.m. on January 23-26, and will remain open on Tuesday and Wednesday, January 24-25, until 6 p.m. Just come on in to E-210 to get the help you need!

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# Technology & Innovation

## Blackboard Learn

### BLACKBOARD SEMINAR (BLS)

Qualify to teach an online or hybrid course at Triton College by completing the Teaching Online Seminar and the following series of seven workshops designed to teach faculty how to use Blackboard Learn to create and teach online and hybrid courses. Sign up either for the entire seminar or select individual topics for professional development. Complete descriptions for each topic appear below. Specific log-in instructions will arrive by Triton College email shortly before each workshop's start date. After the start date, participants can log into their chosen workshop from any computer. *Pre-registration is required.*

#### BLS: Teaching Online Seminar (3 weeks)

This seminar is conducted over a three-week period entirely online in Blackboard Learn. This online seminar is an overview of online learning and teaching. Through readings, discussions, and activities, the participants will learn about technology trends in education, characteristics of the successful online facilitator, best practices for the virtual classroom, characteristics of the successful online student, and their role in the virtual classroom. This seminar is required to qualify to teach online or hybrid courses for the college. *Pre-registration is required.*

#### BLS Topic 1: Getting Started

This session is an introduction to the Blackboard Learn environment. Topics include navigating in Blackboard Learn, adding and organizing content, communication tools, netiquette, and uploading a complete syllabus. This session is required to qualify to teach online or hybrid courses for the college. *Pre-registration is required. (360 minutes)*

#### BLS Topic 2: Presenting Content

In this session, we will discuss key elements of good course design, planning the course, creating web-friendly content, building and using learning modules and folders, rubrics and using adaptive release. This session is required to qualify to teach online or hybrid courses for the college. *Pre-registration is required. (360 minutes)*

#### BLS Topic 3: Discussions, Blogs, Journals, and Wikis

In this session, we will cover creating effective online discussions and the various tools Blackboard Learn offers to manage them. This session is required to qualify to teach online or hybrid courses for the college. *Pre-registration is required. (360 minutes)*

#### BLS Topic 4: Assessments

In this session, we will cover the pedagogical and practical methods of designing assessments, as well as Blackboard Learn's tools to create, manage, and analyze assessments and internal surveys. This session is required to qualify to teach online or hybrid courses for the college. *Pre-registration is required. (360 minutes)*

Online: Monday, Mar. 13 – Saturday, Mar. 18

#### BLS Topic 5: Assignments and Plagiarism

In this session, we will cover Blackboard Learn's assignment tool and anti-plagiarism software (Safe Assign), as well as low- and high-tech tools to recognize and document plagiarism. This session is required to qualify to teach online or hybrid courses for the college. *Pre-registration is required. (360 minutes)*

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## HLC ASSURANCE ARGUMENT OUTLINE

### ASSURANCE ARGUMENT INPUT

**WHO:** TADEC

**WHAT:** This outline provides a rough sketch of our Assurance Argument for our 2018 Comprehensive Visit from the Higher Learning Commission. The outline is divided into five Criteria:

- Criterion One: Mission
- Criterion Two: Integrity
- Criterion Three: Teaching and Learning: Quality Resources, and Support
- Criterion Four: Teaching and Learning: Evaluation and Improvement
- Criterion Five: Resources, Planning, and Institutional Effectiveness

At the conclusion of each area is a section for comment on the college's strengths and weaknesses, which is currently blank. We are asking members of our campus community to provide input by commenting on the content of the outline and providing their thoughts on the college's strengths and weaknesses as they relate to each criterion. *(Note: We have highlighted areas in Criterion Three that specifically mention topics that may be of interest to TADEC; however, you are in no way limited to providing input on these areas.)*

**WHEN:** We will conclude this portion of information gathering on **Friday, December 16, 2016**. However, we encourage the community to submit their input *as soon as possible* to allow time for robust discussion and dialogue regarding our results with other members of the community. We will begin sharing early results of the input as early as November 2016.

**WHY:** It is vital to the success of our 2018 visit that the college's assurance argument accurately reflect the work of our campus community and not the viewpoint of a single person, area, or employee group. We seek to create an inclusive argument that not only demonstrates that we meet all five criteria for accreditation, but that also serves as a meaningful self-reflection of areas where we've made progress and areas where we need to improve.

**HOW:** Feel free to hand write feedback or type feedback directly onto the document (if adding information to the outline electronically, be sure to highlight any additions you make to ensure that they are noted). We are particularly interested in hearing from the community about what they consider to be our strengths and weaknesses with respect to each criterion.

Please return all feedback to Pamela Perry, Director of Planning and Accreditation, by:

- E-mail: [pamelaperry@triton.edu](mailto:pamelaperry@triton.edu); or
- Interoffice mail: A-329

## HLC ASSURANCE ARGUMENT – CRITERION TEAMS

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February 13, 2017

**Purpose:** HLC Criterion teams are cross-representational working groups of faculty and staff that support the college's shared responsibility to address the challenges it identified as a collective campus community and build a strong assurance argument. Assigned to one criterion, each team collaboratively evaluates the challenges within that criterion and develops recommendations to the college's leadership regarding how to address each challenge.

**Recommendations Deadline:** Friday, April 28, 2017

**Team Membership:** Each team is comprised of 7-9 members, for a total of 40 participants. A list of participants is attached.

**Team Philosophy:** As a team, we will foster a collaborative environment by respecting the unique skills and expertise that each team member brings to the table, by listening to each other and encouraging the participation of all members, and by valuing equally the contributions of all members.

**Recommendation Guidelines:** The recommendations developed by the teams are designed to be broad recommendations regarding the college's path forward for each challenge.

- **Scope:** Recommendations should be kept at an institutional, rather than departmental, level. It is not necessary for the teams to devise detailed proposals or implementation plans.
- **Foundation:** The Collective Campus Input report provides the foundation for the review. The comments section can provide some insight into the individual opinions that formed the collective determinations.
- **Supporting Recommendations:** Recommendations should demonstrate the reasoning, analysis, and conclusions behind them. It is important to support recommendations with evidence collected by the teams during your research and discussion period.
- **Final Product:** The final product should be a written document outlining recommendations to the leadership for each criterion. While recommendations should be supported by evidence (as discussed above), they should also be kept brief. No more than one page per recommendation should be necessary.





## Draft Recommendations for Online Learning:

### Increase student support

- Mandatory online orientation
- Dedicated support for online students
- Best practices

### Increase faculty support resources

- More trained and dedicated staff for Instructional technology
- Specific / separate funds for online professional development
- Increase faculty feedback through the TADEC committee

### Evaluation

- Create course level online standards that align with specific curricular standards
- Utilize faculty and/ or departments as experts in the field

#### Criterion 3 Team

Name	Department	E-mail	Phone
Collins, Elizabeth*	Social Sciences	<a href="mailto:elizabethcollins@triton.edu">elizabethcollins@triton.edu</a>	X3242
Segovia, Ric*	College Readiness	<a href="mailto:ricsegovia@triton.edu">ricsegovia@triton.edu</a>	X3517
Dean, Tuan	College Readiness	<a href="mailto:tuandean@triton.edu">tuandean@triton.edu</a>	X3904
Donatelli, Silvia	Counseling	<a href="mailto:silviadonatelli@triton.edu">silviadonatelli@triton.edu</a>	X3277
Espino, Humberto	Technology and Innovation	<a href="mailto:humbertoespino@triton.edu">humbertoespino@triton.edu</a>	X3455
Jones, Denise	Student Support Services	<a href="mailto:denisejones@triton.edu">denisejones@triton.edu</a>	X3484
Potamitis, Annette	Financial Aid	<a href="mailto:Annettepotamitis@triton.edu">Annettepotamitis@triton.edu</a>	X3616
Tiwari, Shelley	Institutional Advancement	<a href="mailto:shellevtiwari@triton.edu">shellevtiwari@triton.edu</a>	X3761