

# **Citrus Community College District 1000 W. Foothill Blvd, Glendora, CA 91741 Academic Senate Council Minutes**

**Wednesday, September 11, 2024  
2:40p.m.-4:00p.m. Hayden Hall 101  
Quorum: 17**

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## **OFFICERS**

- President: Lisa Villa
- Vice President: Renee Liskey
- Past President: Jeremy Clark
- Secretary: Roberto Loya
- Treasurer: Priscilla Englert
- CCFA Liaison: John Fincher
- CTE Liaison: Dawn Brewster
- Curriculum Chair: Michelle Plug

## **SENATORS**

- **ASCC:** Hamza El Lahib; Jonathan Johnson
- **At-Large:** Jennifer Miller-Thayer; Leina Saikali Willis, Ann Everett
- **Business and Accounting:** Timothy Durfield
- **Career and Technical Education:** Timothy Durfield
- **CAFF:** Greg Lipp; Matthew Parsons; Roberto Loya
- **Counseling:** Shellyn Aguirre; Raul Sanchez
- **Health Sciences:** Sonia Kibbe
- **Kinesiology:** Andrew Wheeler
- **Language Arts:** Tom Eiland; Nichole Ary
- **Library:** Sarah Bosler/Elizabeth Cook
- **Mathematics:** Claudia Ramirez
- **Natural and Physical Sciences:** Mercedes Belica; Peter Cross
- **Noncredit Programs:** Dania Rosales Fernandez
- **Social and Behavioral Sciences:** Christine Styles; Senya Lubisich
- **Visual and Performing Arts:** Renee Liskey; Marius Beltran

### **Attendance:**

The following members were present except: Bill Zeman, Jonathan Johnson, Matthew Parsons, Mercedes Belica, Peter Cross, Hamza El Lahib, and Jonathan Johnson.

Present on Zoom: Michelle Plug, Dr. Shauna Bigby, Becky Rudd, La'Kisha Simpson, Paul Swatzel, Raul Sanchez, and Tom Eiland.

*ATTENDANCE VIA ZOOM FOR SENATORS DOES NOT COUNT AS VOTING MEMBERS  
UNLESS OTHERWISE VOTED ON.*

## **CALL TO ORDER at 2:42PM**

Lisa Villa – Set Agenda

### **MINUTES APPROVAL**

Roberto Loya made a motion to approve the minutes approval from the May 22, 2024 meeting. Tommy, first and Ann second. This motion passes with full approval.

## **SUPERINTENDENT/PRESIDENT REPORT**

Dr. Schultz expressed gratitude to Lisa and Renee for their leadership and to the team for inviting him to visit their classes. provided an update on the fall semester enrollment at Citrus College, which exceeded initial projections. Currently there are 10,438 students enrolled in one or more classes. Citrus ended last year with a little over 9,400 full-time equivalent students (FTES), compared to 8,600 FTES during the Pandemic. There is currently a projection of 3,803 FTES compared to last fall's being 3,644. This shows about a 4.3% increase. For non-credit there is about 58 FTES compared to last year's 49. This shows about a 16.6% increase.

He also shared updates from the recent Board of Trustees meeting, including the adoption of the proposed budget and the approval of new managers. He encouraged faculty and staff to attend his open office hours and mentioned the information sessions for the Ed.D. program at Cal State University, Fullerton.

## **PUBLIC FORUM**

*This is intended for guests and non-members who are not part of the Senate representative body. Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Senate has an opportunity to speak, and so the Senate can conduct its business in an efficient manner. Items shared may not be brought into discussion at this time, and general announcements are reserved for the Announcements portion at the end of the meeting.*

- The library has laptops available for students to check out for a 48-hour period. At the time of this Senate meeting, there are 12 available. The laptops are available at the reserve desk on the first floor.
- Anthony Giammalva will be cycling 3,000 miles across the United States in March for Tourette's Syndrome. On October 19, there will be a fundraiser at the Glendora Continental with the band My Pet Rock. If you want to donate but cannot make this fundraiser, please use the QR code on the flyer in the attachments. For every follow on Instagram, Anthony will cycle for you.

## **New Business:**

### **Updating Purpose Statement**

Lisa suggested the following edits be made to the online purpose statement:

- Update the year to 2024-2025.
- Update the Academic Senate Officers' names.

- Strike the Academic Senate Items paragraph, as these items do not need to be specially called out.
- Strike numbers 11-13, as they have been completed already.

### **AP 3721 Computer and Network Account Password Management**

This AP included minor changes in language and the addition of a streamlined process for creating employee accounts. There were no major concerns or questions raised during the meeting.

### **AP 3722 Computer and Network Connectivity and Access**

This AP included minor changes in language, and focused on computer network connectivity and access. There were no major concerns or questions raised during the meeting.

### **AP 3724 Data and Information Protection**

This AP included minor changes in language, and included updates to the accreditation standards and the addition of "the cloud" in the security precautions. There were no major concerns or questions raised during the meeting.

## **Information:**

### **The Pride Center**

Anastasia Arnestad from the Pride Center gave a brief overview of the center's location, hours, and inclusive environment for students and staff. She discussed the various services and resources provided at the Pride Center, including hosting an ally training twice a year, organizing 14 events this semester, and maintaining a Rainbow Library. She also mentioned the availability of snacks, condoms, menstrual supplies, and personal care items. She encouraged the team to sign up for her email list for event reminders and shared a link to the Pride Center's website. She also outlined upcoming events, including a study hall, harm reduction workshop, and short film screening.

### **Program Review and SLOA**

Dr. Catie Besancon discussed the changes in the Student Learning Outcome (SLO) assessment process, driven by the recommendation from the Accreditation Council for Junior and Community Colleges (ACCJC) and the discontinuation of Task Stream. The new process involves a dialogue-based approach, with results recorded in Padlet, allowing for a more comprehensive and reflective assessment. The focus will be on critical and creative thinking, with a discipline-specific focus running through all years. The new process will be launched soon, with a session at Flex Day in spring. The process will be an ongoing cycle, with the Padlet frozen at the end of each semester to serve as a record for accreditation.

## **COMMITTEE REPORTS**

**All committees are welcome to report. Please send Shelby Amador any committee reports by the Monday following the Senate meeting.**

- **Academic Calendar:** Gerhard Peters
- **Accreditation:** Dr. Cathrine Besancon
- **AI Chat GPT Workgroup:** Eric Odegaard
- **CCAFF:** Bill Zeman

- **College Information Technology:** Senya Lubisich
- **Curriculum:** Lisa Villa
- **Educational Programs:** Jeremy Clark
- **Emergency Classroom Preparedness:** Chris Styles
- **Enrollment Management:** Jeremy Clark
- **Equivalency Minimum Qualifications and FSA Committee:** Carsten Dau
- **Faculty Hiring Procedures:** Jeremy Clark
- **Faculty Needs Identification:** Jeremy Clark
- **Financial Resources:** Jeremy Clark
- **General Education Workgroup:** Michelle Plug
- **Guided Pathways:** Elisabeth Ritacca
- **Honors Program Advisory Council:** Dr. Jennifer Miller-Thayer
- **Human Resources Advisory:** Jeremy Clark
- **Institutional Research and Planning (IEC and IRPC):** Dan Volonte (IEC) and Michelle Plug (IRPC)
- **OER Liaison:** Elizabeth Cook
- **Online Education:** Becky Rudd
- **Parking Workgroup:** Greg Lipp
- **Physical Resources:** John Fincher
- **Professional Learning:** Sarah Bosler
- **Program Review:** Dan Volonte
- **SEAP Committee:** La’Kisha Simpson
- **Student Learning Outcomes:** Dr. Cathrine Besancon
- **Student Services:** TBD
- **Syllabus Workgroup:** Jeremy Clark
- **Textbook and Instructional Materials Committee:** Elizabeth Cook

#### **Textbook and Instructional Materials:**

Sarah discussed the ongoing challenges with the college bookstore, particularly with textbook pricing, and revealed that the college is on a contract with the bookstore until 2027. She expressed the need to review the contract and explore alternative options, such as Barnes and Noble. If you would like to official voice an opinion on this matter, please contact Elizabeth Cook.

#### **Academic Calendar:**

This committee is meeting next month to discuss how to bring back the color-coded calendar on the website. Currently, the color-coded calendar is not available online as it is not accessible.

Next month this committee will discuss integrating Caesar Chavez Day, as it was in the CCFA contract. This may take a year or two to be added into the school year.

#### **Professional Learning:**

The Vision Resource Center can be accessed online. It hosts professional learning activities such as a campus tour. You can also use this to sign up for Nicole’s 4 week *Humanizing Online Teaching and Learning* class. Next week they will have an Equidox workshop and will host accessibility workshops throughout the semester.

#### **Program Review:**

These are important upcoming dates:

- FNIC: 10/11/24
- Annual Review: 11/01/24
- Resource Requests first consideration: 11/01/24
- Resource Requests hard deadline: 02/28/25

A Data Coaching flyer will be sent out soon.

### **Honors Program:**

This committee has moved their meetings from the first Tuesday of every month to the first Thursday of every month in TC 123 from 2:40-4. If you are interested in attending, please contact Dr. Jennifer Miller-Thayer.

**Our new HTP Dean, Kim Orlijan started in late July.** I'm looking forward to working with her to continue to develop the program.

### **Recruitment**

- We continued to receive applications throughout the summer and our **fall 2024** enrollment as of today, is **142 which is 27% higher than last fall (2023), and 16% higher than spring 2024**. We are adding 6 more to the Acct 102H class later today, thanks to the wonderful efforts of our instructor Fatima Hussein, which will increase these totals even more (**32% over last fall and 21% above last spring**). We are working to continue to see our program numbers and enrollment increase.
- With the support of Gerald Sequoia, we now have a weekly email being sent to students who check the interest box on the Citrus College Application. In addition, he is also going to send out an email to students with a 3.0 or higher GPA each term inviting them to consider applying to the HTP.
- We have been updating our flyers and are creating two new ones to work collaboratively with the PTK and AGS honor societies, as well as our campus partners.
  - One is about how to earn the regalia for each program and includes their name and contact information.
  - Another is our program along with PTK and AGS that will be going through the approvals process to be sent out with the Dean's List and President's List letters; hopefully, starting this fall.
- **We must test the latest application** links to see if they are finally working and then we can post those on the HTP webpage. Allan, Bryun and all our interim deans have been wonderful throughout this process in helping us fix all the issues. I am hoping these are now ready to go.
- We need faculty support in recruitment through your recommendations and encouraging students to apply, so please continue to do this.

### **Continuing to expand course offerings:**

I am continuing to work with deans and faculty on expanding our course offerings, so if anyone is interested in adding a class to the honors curriculum, please reach out to me.

Remember to include the OE addendum if you want the option to teach it as a hybrid.

We are also recruiting new faculty who are interested in teaching honors classes.

### **Meeting dates for Fall 2024:**

We are going to try having our meetings on **the first Thursday of each month instead of the first Tuesday** to see if that works for our committee.

**(first Thursday of each month):**

- Oct. 3, 2024 – Hybrid in TC 123 and on Zoom 2:40-4:00 pm
- Nov. 7, 2024

Meetings will be on Zoom (we are trying a hybrid with in-person in TC 123 in October), please email me, [jmillerthayer@citruscollege.edu](mailto:jmillerthayer@citruscollege.edu) for the link if you are interested in attending.

It is open to all who are teaching honors courses, interested in teaching honors courses, counselors and program coordinators/directors who work with students who they would like to recommend to the honors program, and anyone else who is interested in learning more about the HTP.

**Online Education**

1. Committee Meetings – Our first meeting of the 24/25 Academic year will be on Monday, September 16, at 2:40pm. We will continue hybrid meetings this year.
2. Tool Adoption – We have launched H5P, a new content and activity creation tool as well as captioning assistance through DECT. Tool overviews are available in the OE Learning Resource Canvas shell as well as through messaging built into Impact inside of our Canvas instance. More information will go out to faculty in the form of Quick Tips. Our license with SoftChalk will expire at the end of the term.
3. Training – A Humanizing Online Teaching and Learning class will be offered to faculty this fall. Future trainings will include Equitable Grading Practices and Culturally Responsive Teaching and Learning. We will also continue to work to support our new and existing tool adoptions with focused training.
4. Evaluations – Pre-tenure evaluations will take place through the fall. Online courses that need evaluation should include a POER trained instructor, either as a team member or as an additional reviewer, so that we can review content as well as compliance with Title 5/V regulations.
5. CVC – Citrus became the 69th Teaching College as part of the CVC Exchange. A recent report on our participation in the CVC exchange shows 60 students registering for Citrus classes from a different home college and only 19 Citrus students registering for a course at another college on the exchange.
6. POER – We now have three courses “badged” as POER certified. Our team currently consists of nine reviewers and a lead. We are working to continue to grow the team of reviewers and for more faculty to submit courses for review. Interested faculty can request to be added to the POER review shell where they will find resources that support alignment.

**TEXTBOOK AND INSTRUCTIONAL MATERIALS COMMITTEE**

The Textbook and Instructional Materials committee met on 13 September. It was a very productive meeting and comments have been forwarded to Academic Senate President Lisa Villa for escalation where necessary. Our next meeting is 11 October at 2pm on Zoom. Everyone is welcome. Please contact Elizabeth Cook for the Zoom link.

**OER LIAISON**

You should have received your OER newsletter. Please let me know if you have any questions!

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### **Senate Vice President Report:**

Steering is need of three more faculty members. The meetings are in person only in CI 159, the second and fourth Monday of every month. Please contact Renee Liskey if you are interested.

### **Senate President's Report:**

Enrollment Management needs more faculty representation. It is a hybrid meeting on (typically the second) Thursday of the month during college hour. Please contact Lisa Villa if you are interested.

## **ADJOURNMENT at 4:09PM**

*For physical reference to these agenda items, please contact samador@citruscollege.edu and it will be emailed as attachment.*

*In accordance with the Ralph M. Brown Act and SB 751, minutes of the Citrus College Academic Senate record the votes of all members as follows: (1) members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.*