

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

Wednesday, September 25, 2024
2:40p.m.-4:00p.m. Hayden Hall 101
Quorum: 17

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; Ann Everett
- **Business and Accounting:** Timothy Durfield
- **Career and Technical Education:** Greg Lipp; Matthew Parsons
- **CAAFF:** Bill Zeman; La Quirshia Fennell
- **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; Laura Kinnaman
- **Noncredit Programs:** Dania Rosales Fernandez
- **Social and Behavioral Sciences:** Christine Styles; vacant
- **Visual and Performing Arts:** Catie Besancon/ Dan Volonte; Marius Beltran

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

Attendance

All members were present except the following: La'Kisha Simpson, Matthew Parsons, Mercedes Belica.

Members present on Zoom: Andrew Wheeler, Jennifer Miller-Thayer, Becky Rudd, Thom Eiland.

CALL TO ORDER at 2:44PM

Lisa Villa – Set Agenda

MINUTES APPROVAL

SUPERINTENDENT/PRESIDENT REPORT

Educational and Facilities Masters Plan (EFMP)

The college has updated the EFMP Intended to capture post pandemic data, recognizing new enrollment patterns, trends, modalities, etc. and student support services to best meet the needs of our students in a post pandemic educational environment. It is Anticipated that the update will be complete later this academic year. All are invited to hear more on October 9 at 4PM.

Hispanic and LatinX Heritage Month

Citrus is hosting a number of events honoring and acknowledging Hispanic and LatinX Heritage month. Thank you to all helping with events.

Office Hour October 8 at 2:45PM

All are welcome to come to office hours on October 8, beginning at 2:45PM.

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.

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:** Vacant
- **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

Guided Pathways Report

Over the past several months, Guided Pathways has been refocusing on Pillar 4: "Ensuring Learning" after having made a great deal of progress on the earlier pillars, which were Clarifying, Entering, and Staying on the Path). Equity continues to be the guiding focus of Guided Pathways, based on the principle that students or would-be students ought to have equitable access to opportunities at Citrus.

The first three pillars of Guided Pathways relied heavily upon Students Services. Pillar 4 focuses on instruction and equity in the classroom, and thus relies upon robust faculty involvement. Throughout Spring and Summer, the Guided Pathways leadership team met to identify the best way to advance our work on Pillar 4. Our priorities have been to involve faculty in the process while not creating additional undue work or time commitments.

Initially, the leadership team had planned to create new success teams for each CAP, which would identify best practices for Pillar 4. But as we worked to refine our goals, the GP leadership team realized that other developments on campus are doing much of the work we had envisioned the new success teams to do—such as the new SLOA process. The Faculty Learning Initiative has also been creating great content and opportunities for faculty to discuss best practices in the classroom and on Canvas. The Vision Resource Center is another example. We began to feel that reviving the success teams would be unnecessary since they would replicate a lot of efforts that have already been institutionalized on our campus.

With these positive campus developments in mind, the GP leadership team decided to rework the Guided Pathways structure as follows:

- **The success teams will no longer meet.** (Many had not been meeting for a long time). We are simply not asking them to reconstitute.
- **The Guided Pathways steering committee (the larger committee) will meet once a semester rather than three times.** This meeting will be a joint meeting with the SEAP committee. In Fall 2024, that joint meeting will take place in November.

- The Guided Pathways oversight committee will coordinate campus efforts for all the pillars, including Pillar 4.
 - We are in the very early stages of this but hope to have more details in the coming months.
- Bottom line:
 - If you are on the Guided Pathways Steering Committee, we want your continued participation but there will be fewer committee meetings.
 - If you were previously a member of a CAP success teams, we are no longer asking for you to meet or recruit new members.
 - If you have participated on the steering committee or success teams and you have any questions, please reach out to Elisabeth Ritacca (eritacca@citruscollege.edu) or to Elaine Lipiz-Gonzalez (elipizgonzalez@citruscollege.edu).
 - Division representatives: Please share this update at your division meetings.

Honors Report Recruitment

- We continued to receive applications throughout the summer and our **fall 2024** enrollment as of today, is **149 which is 33% higher than last fall (2023), and 22% higher than spring 2024**. We are working to continue to see our program numbers and enrollment increase.
- We need faculty support in recruitment through your recommendations and encouraging students to apply, so please continue to do this.

Ongoing announcement: 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.

Fall 2023 (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 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 was on Monday, September 16, at 2:40pm. We approved the Purpose Statement with no modifications.
2. Training – A four-week Humanizing Online Teaching and Learning class is being offered beginning October 21. Registration is available through the Vision Resource Center. Contact Becky with any questions or registration issues.
3. H5P will be providing a workshop for Citrus faculty on Friday, October 4 at 11:30. See the announcement in the Online Ed Committee Canvas shell or contact Becky for further information.

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President Report

- We are starting to look at CCN "phase 2" courses and there is an opportunity for all faculty to give their feedback. Phase II includes: HIST, ECON, ART HIST & ENGL. Be sure to be on the lookout for these survey links which were forwarded to the respective deans.
- FNIC meeting has been scheduled for the third week of October
- As you have already observed, we are going to try to mix things up a little on the ordering of the agenda. I have observed this in other meetings to ensure reports don't get squashed at the end. Additionally, I will begin setting time limits to help guide all the agenda items including presentations. Of course, we always have the flexibility to table any item we deem needs more discussion.
- Along these lines, and in an effort to streamline our meetings, I have picked up our past president's process of having our senators in smaller groups (see attached "teams") in order to review incoming new business APs/BPs with their feedback before it comes to the full group.
 - I ask that everyone do their best (especially for new business items and items we are about to take action on) to review these items on their own time prior to coming to the Senate meetings. If there are any red flags, I'd rather see them ASAP so that if possible, I can try to get any clarification needed before we meet in the full group.
 - Lastly, I asked Dr. Hester for her support in encouraging all deans to allow for time on the division meeting agenda for Senate reports. The very next day, she announced that at the deans meeting. So, all reps should have a placeholder/opportunity to share Senate updates moving forward.

- SHOUT OUT to Sonia Kibbe! I learned at our Exec board meeting that you take studious notes and promptly send them out to your division faculty! Brava!

Vice President Report

There is still room for faculty to join Steering Committee. Please reach out if you are interested.

Treasurer Report

Priscilla attended the Faculty Leadership Institute in June. Some topics included AI usage, college organizational structures, reassigned time.

Curriculum Chair

The first curriculum meeting went well. There is already discussion concerning courses in Phase 2 of Common Course Numbering. Keep an eye out for faculty surveys to provide input.

Action Items:

Updating Purpose Statement

Vote: Catie, first. Tommy, second. Fully approved.

AP 3721 Computer and Network Account Password Management

AP 3722 Computer and Network Connectivity and Access

AP 3724 Data and Information Protection

Motion to approve these three AP documents together. Ann, first, Catie second.

Vote: Tommy first, Ann, second. Fully approved.

New Business

AP 2712 and BP 2712

The updated items included dollar items and changing gendered language.

Old Business

AP 4100 and AP 4025

Michelle discussed the upcoming changes to the Title 5 requirements, which will be implemented by fall 2025. She highlighted that English and math are no longer competency requirements but have been replaced with general education requirements. Ethnic studies will now be a separate General Education (GE) area, aligning with Cal-GETC. The changes align the associate degrees with the Cal-GETC pattern as much as possible. Michelle also discussed various aspects of student credit transferability, institutional accreditation, and course modality. She suggested a proposal for waiving General Education (GE) requirements for students with associate degrees. Shelby and Michelle discussed the changes and flexibility in two major applications, specifically the changes in the Cal-GETC pathway and the natural sciences requirement.

Information:

Program Review and SLOA

Catie discussed the implementation of a new process for recording and reporting on student learning outcomes (SLOs). They explained that the process involves identifying SLOs, assessing them, and reporting the results in a form. The new system will use Padlet, a platform for discussion and sharing of best practices, to facilitate this process. The technology for this system is still being developed and will be rolled out soon. The aim is to encourage discussion and sharing of strategies among faculty members, with the ultimate goal of improving student success. The meeting also addressed some confusion about the new process and the need for clear instructions and communication.

ANNOUNCEMENTS

- October 9 campus center from 2:30PM to 3:30PM – join us to meet and celebrate Arlene Abundis, a former Citrus student who is now a published author.
- October 7-31 – See the architecture student' work in our campus Art Gallery.
- Please sign up for the Humanizing Online Teaching and Learning course. This will begin October 21.
- September 26 – 11:30AM in the campus center, credit union finance simulation for students.
- Thank you to Dr. Schulz for visiting the Health Sciences Department!

ADJOURNMENT

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.