

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

**Wednesday, October 23, 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:** Vacant
- **Career and Technical Education:** Greg Lipp; Matthew Parsons
- **CCAFF:** 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: Bill Zeman, Matthew Parsons, Mercedes Belica, Sonia Kibbe.

People present on Zoom: Elisabeth Ritacca, Priscilla Englert, Michelle Plug, Becky Rudd.

Guests: Lakhysa Greene and Tommy Reyes.

CALL TO ORDER

Lisa Villa – Set Agenda

MINUTES APPROVAL. Minutes were approved. Catie, first. Laura, Second.

SUPERINTENDENT/PRESIDENT REPORT

- FTES for credit programs have increased 4.8%.
- FTES for noncredit has increased 19.3%
- Hayden Hall 101 will serve as a voting center beginning Saturday November 2 through Monday November 4 from 9:00AM-8:00PM, and November 5 from 6:00AM-8:00PM.
- The next Office Hour is November 12, beginning at 2:45PM.
- Please join us on November 19 at 3:00PM as we express gratitude to two Board of Trustee Members: Mary Ann Lutz and Dr. Patricia A. Rasmussen.

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.

AP 5070

Denise Keisler served as a club advisor for several student clubs in her 20 years at Citrus. She wanted to show the increasing restrictions put on student organizations' activities per AP 5070. Specific areas of concern are the number of times that students can hold fundraising events per semester, and the manner of the fundraising events. For these reasons, she asked if this AP could be opened up for discussion.

Art Corall continued this topic. He has worked with student organizations for 10 years and has also noticed the increasing restrictions on student organizations. Sales raised by students for their clubs are sometimes also used for the community. In recent years it has been difficult for students to raise money.

Faculty Purview

John Vaughan, Dean of Visual and Performing Arts and Interim Associate Dean of Natural and Physical Sciences prepared a written statement:

Good afternoon colleagues. I wanted to come to Senate today, not with my voice as a current academic dean, but rather with my voice as a two-time past senate president, curriculum chair, three-time accreditation standard co-lead, and as a participant on three strategic planning teams and two educational/facilities master plan teams. I do not share these past roles with you for any other reason than to emphasize my commitment to the spirit of shared governance and with a long-time reverence for AB 1725 and the way it fundamentally changed how community colleges conduct themselves in the State of California.

Shared governance works best when it is respected at all levels of an institution, and over the years at Citrus, I believe we have honored this practice the vast majority of the time. When it doesn't work well, often times, the subject of "purview" arises. One constituent group may say, for instance, I do not believe another constituent group has "purview" to weigh in on a particular subject or BP/AP.

This brings me to the heart of why I am here today. You have before you today some revisions to AP 6750 Parking. A parking AP is a perfect example of an AP, that at first glance, one may think that the Academic Senate does not have standing, or "purview" to make significant edits to the body of the procedure. I assert the opposite.

Article 1 of the treasured "10 plus 1" is "Curriculum". Over 60% of the curriculum in performing arts and kinesiology is performance-based. In order for students to meet proficiency in the capstone outcomes of these courses, they must complete either a public performance or a series of public athletic events. Successful completion of these outcomes means that parking must be user-friendly for the students, their families, and the community members who attend these events. This can only be achieved through a collaborative process that includes multiple constituencies.

Article 4 "Educational program development" and Article 9 "Processes for program review" work hand in hand in how programs are successfully developed, implemented, and maintained on the short and long term. Both program development and program review processes have sections specifically dedicated to how campus facilities can help augment and enhance the success of academic programs. I do not think it is necessary for me to connect the dots for you how parking policies might enter into many programs, including those in the performing arts and kinesiology.

Finally, Article 6 "District and college governance structures, as related to faculty roles" speaks for itself. If you have a faculty role related to AP 6750 in regard to Articles 1, 4 and 9, then you also have a right to express your voice in this matter throughout the shared governance constituencies as is the right afforded to you in Article 6.

Despite what you may think, I am not here today to advocate for how you vote on this matter later in your meeting, but I am here to advocate for my belief that you do, indeed, have purview. Thank you.

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:** Michelle Plug
- **Educational Programs:** Lisa Villa
- **Emergency Classroom Preparedness:** Chris Styles
- **Enrollment Management:** Lisa Villa
- **Equivalency Minimum Qualifications and FSA Committee:** Carsten Dau
- **Faculty Hiring Procedures:** Lisa Villa
- **Faculty Needs Identification:** Lisa Villa
- **Financial Resources:** Dan Volonte
- **General Education Workgroup:** Michelle Plug

- **Guided Pathways:** Elisabeth Ritacca
- **Honors Program Advisory Council:** Dr. Jennifer Miller-Thayer
- **Human Resources Advisory:** Lisa Villa
- **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:** Lisa Villa
- **Textbook and Instructional Materials Committee:** Elizabeth Cook

Professional Learning Committee

- This committee had a meeting this week and will have a meeting this coming week. They are planning for Flex Day on February 18th. They will send a survey and workshop proposal soon.
- Travel requests are due on the first of the month.
- Ongoing professional development:
 - Accessibility series continues November 1, November 15, and December 6. They are in person and recorded.
 - Humanizing Online Teaching and Learning has begun this week with a full class.
 - Ally trainings (are available in the Vision Resource Center on the training calendar.

Online Education Report:

1. Committee Meetings – The Online Ed Committee met on Monday, October 21. The next meeting is Monday, November 18.
2. Training
 - a. A four-week Equitable Grading Practices online class, taught by Gloria Ramos, will begin on Monday, January 13, 2025. A flier and registration information will be available soon. A \$500 stipend available.
 - b. A four-week Equity and Culturally Responsive Teaching & Learning online class, taught by Becky Rudd, will be offered in spring (dates to be determined). A \$500 stipend available.
3. Zoom recordings need to be moved to alternative storage sites such as Canvas Studio or YouTube prior to October 2025 due to upcoming restriction on storage space provided by the Chancellor’s Office.

Physical Resources

Their next meeting is tomorrow, and they will discuss Parking. Please email them any comments. They meet the final Thursday in November, starting at 9:00AM in the Board of Trustees meeting room.

Calendar

Beginning Spring 2026, Citrus will honor Cesar Chavez Day. This day will be a holiday, so there will be no classes. When the day falls on a Saturday, there will be no classes the Friday before. When it falls on a Sunday, there will be no classes on Monday.

Honors Program

At-Large Rep:

- Several faculty members are asking for first aid and CPR training and first aid kits to be installed in all classrooms and offices so that faculty can have these in case of an emergency. Faculty are often the “first responders” to emergencies that occur in their classes or on campus, so this training and these supplies can help potentially save lives.
- An additional concern is the lack of sufficient Wi-Fi across campus that can impede our ability to call 911 for help in emergency situations.
- (From last meeting – may be repeated): Many faculty are concerned about the increase in suspected AI submissions that can’t be “proven” to be AI. This may be a topic we want to add to the agenda for a future discussion and to figure out more policies/best practices and supports for faculty.

Ongoing announcements:

Recruitment

- 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.
- For this curriculum cycle, Courseleaf submissions need to be in by Oct. 31, 2024.
- If you need help with this process, let me know.
- 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):**

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

Meetings will be a hybrid with in-person in TC 123 and on Zoom. Please email me, jmillerthayer@citruscollege.edu for the link if you are interested in attending on Zoom.

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.

Curriculum

- All Common Course Numbering for Phase 1 has been launched into workflow.

- Phase 2: They hope to develop more robust templates for articulation purposes for the UC and the CSU. So, there will be some changes, because this is like kind of a pilot program. Therefore, we'll see some changes here and there.

Program Review and SLOA

- Program Review is due November 1.
- The next meeting is also November 1.
- SLOA: PADLET is still being sandboxed, and we will let faculty know when it is ready to launch.

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- Curriculum Chair: Michelle Plug
- ASCC: Hamza El Lahib; Jonathan Johnson

ASCC

- ASCC has been discussing AP 5470 and AP 5460 and the limitations regarding fundraising.
- ASCC reps will report back to Senate with specifics regarding these APs

CTE

- AI continues to be a discussion point.
- Working with Eric Calderon to find a solution to online cheating.
 - Looking at different software programs.

CCFA

- Some discussion regarding column movement by earning credits through Professional Development.

Treasurer

- Nothing to report but expressed thanks for tabling AP 5470 and AP5460.

Vice President

- There is still space on the Steering Committee for faculty who want to join. Please contact Renee Liskey if interested.

President

- Due to a recent Area C meeting and upcoming Plenary, Lisa Villa took some time to explain to those who were new to the Senate council what these forums were all about, including the intention behind submitting and voting on resolutions.
- Similarly, she explained to the council the history of, composition and intent of the "Academic Senate Leadership meetings".
- FNIC met this past Monday and came to consensus on rankings. This will be forwarded to HR next and then presented to the BOT.
- Lisa also relayed a concern she has been observing about a potential equity issue for students due to the "perfect storm" of legislation impacting our system. She has communicated this to our leadership team and our regional area Senate leaders.

Action Items

Student Services Desk Review

AP 5410 Associated Students Elections

Ann first, Catie second. Approved.

AP 5420 Associated Students Finance

Ann first, Catie second. Approved.

AP 5470 Sale – Distribution of Food Items

Catie first, Laura second. Tabled – waiting for input from ASCC.

BP 5120 Transfer Center

Ann first, Catie second. Approved.

BP 5300 Student Equity

Ann first, Catie second. Approved.

BP 5420 Associated Students Finance

Ann first, Catie second. Approved.

BP 5530 Student Rights and Grievances

Ann first, Catie second. Approved.

Student Services Revised

AP 5015 Residence Determination

Ann first, Catie second. Approved.

AP 5070 Attendance

Ann first, Catie second. Approved.

AP 5120 Transfer Center

Ann first, Catie second. Approved.

AP 5150 Extended Opportunity Programs and Services

Catie first, Ann second. Approved.

AP 5300 Student Equity

Ann first, Catie second. Approved.

AP 5460 Student Fundraising

Andrew first, Catie second. Tabled – waiting for input from ASCC.

AP 5530 Student Rights and Grievances

Ann first, Catie second. Approved.

AP 6750 Parking

Catie first, Ann second.

Discussion**A Letter was read from Visual and Performing Arts Faculty regarding AP 6750. It reads:**

“To the Academic Senate,

Writing on behalf of the undersigned faculty of VPA, we would like to ask Senate to vote down AP 6750 Parking. Last year a lot of hard work was put in by the members of the Parking workgroup on behalf of fixing issues that have been negatively affecting our students and community members. The AP before Senate has much of the proposed language crafted by the workgroup but does not include a critical passage that we believe needs to be included in the AP. We want our students and community members who attend Haugh and campus events to be protected from being erroneously ticketed due to a lack of permit, which they are not actually required to have. We are not in favor of approving this AP unless the specified language is added back in. Once it is added, we would be in favor of passing the Parking AP.

For reference, the proposed language from the Workgroup to the Parking AP is as follows:

Permits are not required for any emergency vehicle, government entity vehicle or public utility vehicle which is actively engaged in providing service, any delivery vehicle actively engaged in delivering or picking up product, and pre-approved campus events including Visual and Performing Arts (VPA), Career and Technical Education (CTE), and Kinesiology & Athletic events.

Thank you for your consideration of our position,

Catie Besancon, Marius Beltran. Cherie Brown, Dyane Duffy, Ken Edwards, Amanda Keller Konya. Renee Liskey, Gilbert Marquez, Gordon McMillan, Gino Munoz, Maryann Rachford, Dan Volonte”

A Letter was read from Kinesiology, Health, and Athletics Faculty and Coaches regarding AP 6750. It reads:

“To Whom It May Concern,

We, the Faculty Members and Coaches of the Citrus College Kinesiology, Health, & Athletics Department, write this memo to voice our support of the Citrus College Academic Senate’s language proposal for “AP 6750 Parking”. The language reads as follows:

Permits are not required for any emergency vehicle, government entity vehicle or public utility vehicle, which is actively engaged in providing service, any delivery vehicle actively engaged in delivering or picking up product, and pre-approved campus events including Visual and Performing Arts (VPA), Career and Technical Education (CTE), and Kinesiology & Athletic events.

While this is not an indictment on our current practice (which is consistent with the language above), and we are appreciative of the current collaboration with Student Services and Citrus College Campus Safety, we feel it is necessary to have this language in writing for consistent application in the future. Putting this language in writing will help keep intact the intended spirit of our campus and its collegiate relationship with the families that support our students and the community as a whole and ensure that it is kept up for years to come. As a department, we appreciate your consideration of this matter. This AP plays an important part in our day-to-day operations, and in helping to build what we consider to be a special community on our campus.

Sincerely,

The Citrus College Kinesiology, Health, & Athletics Faculty, Staff, and Coaches.

Andrew Wheeler, Jennifer Spalding, Jessica Brown, Cheri Swatek, Steve Gomez, Jeriko Santos, Trip Horton, Brandon Hayashi, Alan Waddington, Tim Tracey, Fred Bruce-Oliver, Shin Jung, Jordan Ellis, Gavin Nolan, Brett Lauer, Dawn Brewster, Trisha Gensel, Sonia Kibbe, Dalvir Dhillon, Martha Delgadillo, Noemi Barajas, Anh P. Nguyen, Rina Gonzales, Lisa Kolber”

A Letter was read from Counseling Faculty regarding AP 6750. It reads:

“To the Academic Senate,

The Counseling Faculty of Citrus College strongly supports the language omitted from AP 6750 Parking during the revision process. We understand that a parking workgroup spent many hours conducting a gap analysis for AP 6750 by examining the current policy, plan and practice and actively meeting with campus constituents regarding parking concerns. The workgroup identified an institutional barrier gap for the community specifically for students in Visual and Performing Arts, Career Technical Education, Kinesiology, and those attending athletic events. The language proposed by the workgroup reads:

Permits are not required for any emergency vehicle, government entity vehicle or public utility vehicle which is actively engaged in providing service, any delivery vehicle actively engaged in delivering or picking up product, and pre-approved campus events including Visual and Performing Arts (VPA), Career and Technical Education (CTE), and Kinesiology & Athletic events.

However, this language was omitted when AP 6750 returned to the Academic Senate, and we, the Counseling Faculty, are strongly opposed to the omission. Currently, AP 6750 is causing a disproportionate impact for students participating in Visual and Performing Arts, Career Technical Education, Kinesiology and in Athletic Events. We meet year-round with students during counseling appointments, and one of the constant negatives students express about the college is the parking situation and the lack of a welcoming environment it creates. The actions of the college have a negative effect on the image of our campus, and we feel the inclusion of this language helps demonstrate a friendlier college experience for students. The implementation of AP 6750 has a responsibility to work in collaboration with AP 5300 Student Equity that addresses institutional barriers to equity, goals for successful enrollment and activities most likely to be effective to attain the goals.

In summary, we, the Counseling Faculty are asking the Academic Senate to vote No to AP 6750 Parking, unless the language is added back. Thank you for your time and consideration!

The Citrus College, Counseling Faculty”

Due to discussion the Senate President asked to amend the motion on the table to include the following language to Article 3 Section 1:

Permits are not required for any emergency vehicle, government, entity, vehicle, or public utility vehicle which is actively engaged in providing service, any delivery vehicle actively engaged in delivering or picking up Product and Pre-approved Campus events, including Visual and Performing Arts, VPA. Career and Technical Education, CTE. And Kinesiology and Athletic events.

Both the original first and second faculty agreed to the amendment before the vote was called. The vote was fully approved.

BP 5015 Residence Determination

Tabled due to lack of time.

BP 5070 Attendance

Tabled due to lack of time.

BP 5150 Extended Opportunity Programs and Services

Tabled due to lack of time.

ADJOURNMENT at 4:02PM

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