

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

**Wednesday, November 27, 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 and Quorum

Renee Liskey made a motion to approve Senators on Zoom to use their “Just Cause” and be counted as voting members in order to reach Quorum. Greg, first. Laura, second. Approved. The following Senators voted via Zoom: John Fincher, Jennifer Miller-Thayer, Elizabeth Cook, Michelle Plug, Roberto Loya, Thomas Eiland, Sonia Kibbe, Jennifer Guzman.

Lakhysa Greene subbed in For La Quirshia Fennell and Priscilla Englert subbed in for Matthew Parsons.

The following members were present, and those not listed here were absent: Renee Liskey, Priscilla Englert, Claudia Ramirez, Dania Rosales Fernandez, Greg Lipp, Dan Volonte, Laura Kinnaman, Marius Beltran, Sarah Bosler.

CALL TO ORDER at 2:51PM

Renee Liskey, chairing on behalf of Lisa Villa – Set Agenda

MINUTES APPROVAL – Approved. Greg, first. Laura, second.

SUPERINTENDENT/PRESIDENT REPORT

- Dr. Schulz expressed his appreciation for the campus event organized by Sarah Bosler, Ty Thomas, and Trevor Tolliver, which was part of the Native American Heritage Month celebration.
- He also mentioned the men's basketball team's game and encouraged everyone to attend.
- He praised student trustee John Johnson for his outstanding performance at the Community College League of California Annual Convention.
- He reminded everyone about the holiday open house event on December 5th and expressed his gratitude to everyone for making an impact on the campus community.

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.

- Sarah Bosler - The library staff have noticed an increase in groups and individuals touring the library facility, taking measurements, etc. After inquiring, we learned that the library is being considered as swing space for the IS relocation. We have been assured that the College is transparent regarding all space planning. We understand that this project is in the "investigation phase" and there is no solid plan or timeline for the IS department to relocate to the library. We look forward to participating in the collegial, collaboration process. Library faculty are invested in ensuring the process is transparent and collaborative, including an assessment of the impact before a final decision is made. The potential impact on students may involve the loss of study rooms, computers and quiet areas; resources students rate very high on library satisfaction surveys. This in turn may impact how well students do in their classes, which itself can affect retention.
- The Library collaborated with Amanda Konya's PHOT 102 class and Ann Evertt's Esthetician and The Library is also collaborating with CCD Trustee Laura Bollinger who will be facilitating a Visible Mending Workshop Wed. Dec. 4 from 10-12 in LI-112.
- COS students on a READ Poster Photoshoot this past Monday. Nearly 20 students, staff and faculty volunteered to model for portraits in VA 233. Images will be composed on READ posters from the American Library Association to be posted around the library

and elsewhere on campus. Thanks to COS students for lending their skills with hair and makeup prep and to all of Amanda's students for their professionalism and photo skills.

- Dan Volonte – Dan is the Program Director for Emerging Theater Technologies expressed concern over the recent issue where students were no longer allowed to drive district vehicles due to insurance coverage concerns. This change affected student drivers and the music program, causing significant disruptions specifically for the Emerging Theater Technologies program. The college initially addressed the issue by renting buses and drivers, but ongoing conflicts with DMV, CHP, and DOT have created a complex situation. Thankfully the college was able to arrange last minute transportation for the immediate performances, but this is not a good financial solution long term. Dan asked that in future, communication be made more quickly and involve the people it affects so they can contribute toward a solution.
- Priscilla Englert - shared the success of a Career Day event at the LA Auto Show, where a student from the automotive technology program was the keynote speaker.

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 - both part-timer executive board, full-timer executive board unions met to discussing inter-union cooperation, especially regarding negotiations and possibly working more closely together.
- **College Information Technology:** Vacant
- **Curriculum:** Michelle Plug - Expressed gratitude to the Academic Affairs Office and faculty. Shelby submitted all Common Course Numbering by the deadline and the majority of faculty have completed their six-year review. The next Curriculum Meeting is December 12.
- **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 - Recruitment and Scheduling: Please contact me if you are interested in adding classes to our HTP curriculum and if you are interested in teaching with us. HTCC updates: HTCC - spring conference - Will be held at UCR this year on Saturday, April 5, 2025. Encouraging students to participate – abstracts will be due by Tuesday, December 10, 2024 (new date due to CSU/UC application due date), so they need to work on these now. Please have them reach out to me if they need any help. They must be in our HTP to participate as a moderator, volunteer or presenter. There are individual oral presentations, group oral presentations and poster presentations. Scholarships are also awarded, so this is a great opportunity for our students. If you are interested in attending the conference,

please let me know. Meeting dates for Fall 2024: There are no more meetings for this term. We plan to stay on a Thursday afternoon schedule; however, we found out that the first Thursday overlaps with curriculum, so we may move it to another Thursday in the month or alternatively to the 3rd Wednesday of the month. We have sent out a 1 question survey to see if that will work for the HTP committee. If you are part of the committee, please look for an email from Melisa with this and “vote” with your reply asap so that we can set our committee dates for spring. Thank you! 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. As our numbers increase, we will add more classes to our schedules in the future.

- **Human Resources Advisory:** Lisa Villa
- **Institutional Research and Planning (IEC and IRPC):** Dan Volonte (IEC) and Michelle Plug (IRPC) – They are in the process of examining and defining ACCJC terms on each Padlet, and will report back when completed.
- **OER Liaison:** Elizabeth Cook – Continuing to work on ZTC pathways thanks to grant funding. 7 ADTs are in the works which will hopefully be approved by Fall 2026. Please contact Elizabeth Cook if you are interested in converting your course to ZTC.
- **Online Education:** Becky Rudd
- **Parking Workgroup:** Greg Lipp
- **Physical Resources:** John Fincher – The Parking Ap will be voted on in January with Shauna Bigby voting in place of John Fincher, as this meeting occurs during off contract time. IF your space is under investigation as a Swing Space and you were not notified, please contact John Fincher for support.
- **Professional Learning:** Sarah Bosler - Flex Day Planning is in process with the theme of Technology and Innovation. We considered the Flex Day survey results in our planning and received a dozen Flex Day proposals. The PL committee is reviewing those and drafting Flex Day 2025, Feb. 18th. In the spring we are planning for a series of technology-themed trainings on Fridays, kicking off our One Book, One College and assisting with implementing state-mandated trainings through the VRC.
- **Program Review:** Dan Volonte – Resource Requests and CTC Bi-Annual Program Review are due February 28th
- **SEAP Committee:** La’Kisha Simpson
- **Student Learning Outcomes:** Dr. Cathrine Besancon - We're in the final stages of sandboxing our Padlet instructions. Deans and directors are currently looking over the written and video instructions. Before we send these out to faculty, we hope to get these out these instructions out to faculty before the end of the semester in the spring we will be having a required all faculty session at Flex Day on the new discussion process for SLOA.
- **Student Services:** TBD
- **Syllabus Workgroup:** Lisa Villa
- **Textbook and Instructional Materials Committee:** Elizabeth Cook

OFFICERS' REPORTS

- President: Lisa Villa

- Vice President: Renee Liskey – Noted that the next meeting involving the Parking AP occurs while faculty are off contract. She mentioned that she would still like to attend that meeting.
- Past President: Jeremy Clark – Observed that two situations (mentioned during this meeting) where decisions are being made on campus without input. He emphasized the importance of faculty using their voice during committee meetings.
- Secretary: Roberto Loya
- Treasurer: Priscilla Englert
- CCFA Liaison: John Fincher
- CTE Liaison: Dawn Brewster
- Curriculum Chair: Michelle Plug – Expressed gratitude to the Academic Affairs Office and faculty. Shelby submitted all Common Course Numbering by the deadline and the majority of faculty have completed their six-year review. The next Curriculum Meeting is December 12.
- ASCC: Hamza El Lahib; Jonathan Johnson

Action Items

Desk Review

- BP 5205 Student Accident Insurance – approved. Greg, first. Laura, second.
- BP 5210 Communicable Diseases – approved. Greg, first. Laura, second.
- BP 5570 Student Credit Card and Other Solicitations – approved. Greg, first. Laura, second.

Revised

- AP 5050 Student Success and Support Program – approved. Greg, first. Laura, second.
- AP 5110 Counseling – approved. Greg, first. Jeremy, second.
 - Approved with the recommendation of removing all gendered language.
- AP 5200 Student Health Services – approved. Greg, first. Dan, second.
- AP 5210 Communicable Diseases – approved. Greg, first. Dan, second.
- AP 5220 Shower Facilities for Homeless Students – approved. Greg, first. Dan, second.
 - Approved with the recommendation of adding the phrase “and location of inclusive accommodations” to the web page.
- AP 5570 Student Credit Card and Other Solicitations – approved. Greg, first. Dan, second.
- BP 5050 Student Success and Support Program – approved. Greg, first. Dan, second.
- BP 5110 Counseling – approved. Greg, first. Dan, second.
- BP 5200 Student Health Services – approved. Greg, first. Dan, second.
- BP 5220 Shower Facilities for Homeless Students – approved. Greg, first. Dan, second.

New Business

- AP 4104 Contract Education (Instructional Service Agreement)
- AP 4080 Course Materials Selection and Approval Process
 - Discussion – should this language be listed somewhere else since this AP is being deleted?
- BP 4080 Instructional Materials and Textbook Adoption and Procurement

ANNOUNCEMENTS

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.