

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

Wednesday, December 11, 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; vacant
- **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.*

CALL TO ORDER at 2:41PM

Lisa Villa – Set Agenda

Motion to approve Claudia Ramirez and Elizabeth Cook to use “Just Cause” and vote via Zoom.
Catie, first, Dawn second. Motion Fully Approved.

MINUTES APPROVAL from 11/27/24.

Greg, first, Catie second. Fully approved.

SUPERINTENDENT/PRESIDENT REPORT

- Dr. Schulz then provided an update, mentioning the upcoming Board of Trustees meeting on December 17th and the addition of two new members, Dr. Randa Wahbe and Mr. Steven Bluitt Flowers.
- He also discussed the FNIC process and the hiring of full-time faculty positions in theater arts, acting, directing, automotive technology, and chemistry.
- He mentioning the steps being taken to increase staffing capacity in the Automotive Technology and Chemistry programs for this spring.
- He thanked those who attended his open office hours.
- Finally he thanked the faculty and staff for supporting the giving opportunities this holiday season with our EOPS Care, CalWORKS, Foster Care Kinship program, also with the Citrus College Foundation toy drive, and Veteran Success Center, just to name a few.

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.

There were no public forum announcements.

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
 - An accessible version of the academic calendar should be available soon. This will be brought back to the Senate in the spring to be approved by the Senate.
 - Proposed changes to the 2025-2026 academic calendar includes adding Cesar Chavez Day will be observed in the
- **Accreditation:** Dr. Cathrine Besancon
 - ACCJC annual report will be submitted in the spring.
- **At-Large**
 - Discussed concerns over AI and academic dishonesty. Suggested training and/or workshops for faculty regarding this evolving issue.
 - Growing concern over students being advised to take CalGETC approved classes. However, certain disciplines have more approved CalGETC classes than others.
- **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
 - HTCC Spring Conference is April 5, 2025. Please reach out to Dr. Jennifer Miller-Thayer if you would like to participate by either being a volunteer, moderator, or presenter. Students must be in the Honor's Program to participate.
 - Stay tuned for updates on this committee's meeting dates and times.
- **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
 - Friendly reminder to download your gradebook, export your class so you can copy it. Softchalk is no longer supported as of spring 2025.
- **Physical Resources:** John Fincher
- **Professional Learning:** Sarah Bosler
 - In the process of approving Flex Day proposals.
- **Program Review:** Dan Volonte
- **SEAP Committee:** La'Kisha Simpson
- **Student Learning Outcomes:** Dr. Cathrine Besancon
 - Padlet will officially launch on Flex Day.
 - The SLOA Accreditation midterm report be brought to the Senate in the spring.
- **Student Services:** TBD
- **Syllabus Workgroup:** Lisa Villa
- **Textbook and Instructional Materials Committee:** Elizabeth Cook

OFFICERS' REPORTS

- **President:** Lisa Villa
 - ASCC's 2025 Academic Academy will center on AI and Higher Education. Citrus will be sending at least one faculty member.
 - Lisa plans to restart the AI Workgroup. This workgroup would tackle issues with AI in relation to education in general, as opposed to last year's workgroup which drafted syllabus language. The AI workgroup idea will be brought to the senate in the spring.
 - If you are interested in joining the Enrollment Management, please contact Christine Recendez.
- **Vice President:** Renee Liskey
 - Please see Christmas Is if you are able.
- **Past President:** Jeremy Clark
 - Jim Willem will be stepping in to replace Jeremy for the Senate meetings.

- **Secretary:** Roberto Loya
 - Roberto attended a workshop for credit for prior learning. The California Chancellor's Office has a goal that by 2030 at least 250,000 working adults be granted at least some level of credit for prior learning. The Chancellor's Office would like colleges to eliminate any obstacles that is impeding students from credit for prior learning.
- **Treasurer:** Priscilla Englert
- **CCFA Liaison:** John Fincher
 - Thank you to Michelle Plug for setting up for the party.
 - Pending approval, Greg Lipp will replace John Fincher as the CCFA Liaison.
 - CCFA Executive Board will be attending a retreat in January to rewrite and revise bylaws courtesy of the CCFA Grant.
 - An MOU will be sent out regarding faculty evaluations. It is likely that if your evaluation was scheduled for 2025 that it will be pushed to 2026 due to evaluations affected by the Pandemic.
- **CTE Liaison:** Dawn Brewster
 - If you are having issues with single sign-on, please contact Dr. Eric Calderon.
 - The college is exploring Respondus software as a possible solution to online cheating.
- **Curriculum Chair:** Michelle Plug
 - Next meeting is 12/12/24.
 - All except about 30 courses completed their six year-year review.
 - We met the deadline for the first phase of Common Course Numbering. Thank you to all faculty and the Academic Affairs team for their work in curriculum this year. Phase two templates will be out soon and Phase three planning is underway.
 - The changes in AB 1705 are being reassessed and likely will not be effective until 2027.
- **ASCC:** Hamza El Lahib; Jonathan Johnson

Action Items

AP 4104 Contract Education (Instructional Service Agreement)

Andrew, first. Ann, second. The Senate voted in full approval.

AP 4080 Course Materials Selection and Approval Process

Ann, first. Greg, second. This AP came from the Curriculum Committee originally. Not every school has this AP. This information will be placed in the Curriculum Handbook. The Senate voted in full approval.

BP 4080 Instructional Materials and Textbook Adoption and Procurement

Ann, first. Greg, second. The Senate voted in full approval.

New Business

- AP 3720 Acceptable Computer and Network Use
- AP 3723 Electronic Mail and Bulk Electronic Distribution

Discussion

Student access to Canvas classes following the end of a term—Becky Rudd

- The default setting on Canvas (campus-wide) is set to allow students to access their class for one week after the class ends.
- The Online Education Committee proposed that classes should be available to students for longer, possibly a month.
- Having the class open longer will be beneficial for students for several reasons including but not limited to:
 - Students might need items from the previous class, such as a syllabus.
 - Students might want to refresh their memory or refer to the content for future classes.
- The group agreed that more discussion was needed, and they decided to take the issue back to their respective areas for further input.

Announcements

There were no announcements.

Adjournment at 4:00PM

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.