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

Wednesday, April 9, 2025
2:40p.m.- 4:00p.m. Hayden Hall 101
Quorum: 17

OFFICERS

- President: Lisa Villa
- Vice President: Renee Liskey
- Past President: Jim Woolum
- Secretary: Roberto Loya
- Treasurer: Priscilla Englert
- CCFA Liaison: Greg Lipp
- CTE Liaison: Spencer Boldt
- 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:** Alexis Dea; Dave Brown
- **CCAFF:** Bill Zeman; Lakhysa Greene
- **Counseling:** Flora Yee; Raul Sanchez
- **Health Sciences:** Sonia Kibbe
- **Kinesiology:** Andrew Wheeler
- **Language Arts:** Tom Eiland; Katherine Culliver-Carter/Adrianna Hernandez
- **Library:** Sarah Bosler/Elizabeth Cook
- **Mathematics:** Claudia Ramirez
- **Natural and Physical Sciences:** Denise Kaisler; Arnold Kondo
- **Noncredit Programs:** Dania Rosales Fernandez
- **Social and Behavioral Sciences:** Sheryl Samoff; Peter Rodriguez
- **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

Lisa Villa – Set Agenda

MINUTES APPROVAL from 03/26/25 (5 minutes)

SUPERINTENDENT/PRESIDENT REPORT (5 minutes)

- Dr. Schultz expressed gratitude to the Science faculty and staff for their recent meeting regarding the new science building.
- He also announced the approval of a new full-time faculty member for the Theater Arts Department and the future hiring of two other tenure-track positions.
- Dr. Schultz also mentioned a statewide survey for students to share their challenges and invited students to participate.
- He praised Dr. Miller-Thayer for her work with the honors transfer program and announced his open office hours and open forum for the following weeks.

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.

Action Items (5 minutes)

2025-2026 Academic Calendar and 2026-2027 Academic Calendar
Approved. Greg, first. Renee, second.

New Business (15 minutes)

- **Summary of Changes** (for reference only)
- **AP 5010** Admissions
    - Why are the words "Concurrent Enrollment" struck in the title of AP5010, but not in the title of BP 5010?
    - What are B1 and B2 VISAs?
- **AP 5011** Admission and Concurrent Enrollment of High School and Other Young Students
    - In the sections for Limitations on Enrollment of 11th and 12th graders (page 2) and Limitations on Enrollment of K-10 Grade Students (pages 2/3) in the last bullet point it appears that the language should say (12 11.5 units or more in a semester or session) will be assessed the enrollment fee charged the enrollment fee for all units they are enrolled in, not just those beyond 11.5 units.
    - Also, on page 4, should it state has rather than had?
- **AP 5035** Withholding of Student Records
    - Under "Denial or Conditions on Admissions" it states that if the student has been expelled within the last five years or is undergoing expulsion AND the applicant is a danger to the physical safety of the district or students. Suggestion to change the *and* to *or*.

- o Additionally, how would a student that is under academic dismissal be considered? Is that the same as expulsion? If so, should we update the terminology used?
  - o Does the word "diploma" encompass associate degrees, skill awards, and certificates, or does it only mean the associate degree?
  - o theopportunity needs a space between words (third line down)
  - o The library no longer charges "fines" (as in overdue fines) so I would suggest just striking "library fines". We do still charge for unreturned or damaged books. SO maybe adding damaged there. We check out laptops and other equipment which I believe would be included in the equipment mention even though it's not mentioning "library" per se. We have students complete an agreement re: laptops, not sure if we need to refer to any of that, just linking here for reference. https://libguides.citruscollege.edu/laptops/checkouts
- **AP 5040** Student Records, Directory Information, and Privacy
- **AP 5610** Voter Registration
  - o Where are voter registration forms made available at the college? This says "widely" but I'm unclear where?
  - o the college distribute(s) - needs an s here.
- **AP 6750** Parking Standard Operating Procedure (for reference only)
- **AP 6750** Parking
- **BP 5010** Admissions and Concurrent Enrollment
  - o Why are the words "Concurrent Enrollment" struck in the title of AP5010, but not in the title of BP 5010?
  - o What are B1 and B2 VISAs?
- **BP 5035** Withholding of Student Records
  - o Does the word "diploma" encompass associate degrees, skill awards, and certificates, or does it only mean the associate degree?
- **BP 5040** Student Records, Directory Information, and Privacy

Information (15-20 minutes each item)

Guided Pathways Division Shells—Elisabeth Ritacca

The current focus of Guided Pathways at Citrus is Ensuring Learning, which focuses on students' experiences and outcomes in instructional programs. Instructional faculty are especially essential to this pillar, because it pertains to course design, content, and classroom dynamics.

After considering a few different options for how to approach this pillar in the Guided Pathways project, the committee and leadership team concluded that the best way to move forward would be to amplify the good work already being done on our campus, rather than artificially replicate through the formation of new success groups.

For example, the Senate's syllabus work group, the new AI workgroup, the new SLOA process with its opportunity for more robust discussions amongst faculty about instruction, et cetera– each of these are producing guidance that will be tremendously helpful to instructional faculty, and furthermore, that are faculty-driven.

The Guided Pathways team wants to create a central location where faculty can access the findings and resources coming out of these initiatives and others. We also want a place to highlight Professional Learning sessions and sources and to provide links to resources housed in the Vision Resource Center. After some discussion, we settled on the division shells as the best option.

Because faculty in different programs and divisions will have specific needs, the idea is to house more specialized resources within each division shell, alongside the universal resources I mentioned earlier. The shells themselves originated during Spring 2020, in the early weeks of the COVID-19 pandemic. As such, a lot of the content reflects the immediate needs of that particular moment. Today, each individual division shell is in a different level of use/maintenance. We are hoping to facilitate the process of updating/refreshing the division shells, in consultation with faculty and deans, to provide more pertinent resources.

For example, the shells can highlight useful classroom practices or course design elements that faculty discussed in their annual SLOA process. Faculty can find these ideas within the division shell rather than having to find and read through each yearly Padlet.

We expect that centralizing these resources in the division shells will be especially helpful to newly hired faculty or adjunct faculty working on multiple campuses who have to quickly acquaint themselves with the college culture and expectations, with limited time and support.

Because it is relatively easy to update a Canvas shell and to create new modules or pages, there is a lot of flexibility built into this platform. We simply need some input from faculty about what specific resources you would like to see there. Please reach out to me directly with suggestions. (eritacca@citruscollege.edu) You can also convey your requests through your dean. We are hoping that deans will communicate needs as they emerge in division meeting discussions or in more informal settings.

Application Processing Times and Fraudulent Students— Gerald Sequeira
Dr. Sequeira provided an update on the increasing amount of fraud experienced by Citrus College and the system as a whole. The fraud involves fraudulent accounts generated with stolen identities, leading to a significant increase in applications. The fraudsters are now able to submit FAFSA, Pell Grant, and loan applications, causing financial losses for the institution. The college is working with LexisNexis to mitigate fraud and has started a pilot program. The priority is to disenroll and lock fake accounts before the start of the second 8 weeks. The college is also asking students to verify their identity in person or through Zoom, but there are concerns about deep fakes in Zoom sessions.

Dr. Sequeira discussed the ongoing efforts to combat fraud in online classes. He mentioned a collaboration with the Chancellor's office to work on a contract with the DMV to run IDs and prevent fake IDs. He also highlighted the work with Canvas to remove a script that was being used to submit work, which led to a decrease in activity from certain students. He mentioned the Chancellor's office is working with Canvas to block VPNs from being used in Canvas, which is expected to reduce fraud. He also discussed the use of security reports from Microsoft to identify suspicious activity and the discovery of a company promising guaranteed admission to UC schools.

Dr. Sequeira proposed a process for administrators to change grades based on fraud, as the current policy is limited to faculty. The proposed process involves generating a petition, submitting evidence, and forming a committee to review the evidence.

He discussed the process of identifying and handling fraudulent student accounts. He explained that they place identity holds on suspicious accounts and require in-person verification. The team uses various methods to detect fraud, including checking IP addresses and comparing information across institutions. He advises faculty to report suspicious activity through email or the help center. The conversation then shifts to concerns about the proposed language for handling grade changes in fraud cases, with Greg and Gerhard emphasizing the need for instructor involvement in the process.

Discussion (15-20 minutes each item)

Regular and Substantive Interactions—Becky Rudd Tabled

COMMITTEE REPORTS

(please send in written 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 Workgroup:** Tommy Reyes and Becky Rudd
- **CCAFF:** Bill Zeman
- **College Information Technology:** Vacant
- **Curriculum:** Michelle Plug
- **Educational Programs:** Lisa Villa
- **Emergency Classroom Preparedness:** Chris Styles
- **Enrollment Management:** Lisa Villa
- **Faculty Handbook Revision:** Lisa Villa
- **Faculty Hiring Procedures:** Lisa Villa
- **Faculty Needs Identification:** Lisa Villa
- **Financial Resources:** Dan Volonte
- **Guided Pathways:** Elisabeth Ritacca
- **Honors Program Advisory Council:** Dr. Jennifer Miller-Thayer
  - HTCC updates
    - 2025 UCR Honors Conference this spring:
    - The conference was an amazing success.
    - 11 students presented 7 papers and 3 posters. We also had 7 student moderators/volunteers participating in this one-day conference at UCR.
    - 2 of our students won awards – Joshua Iniguez won the Exemplary Student Award for Citrus College and Emilia Ramirez won the Juan Lara Award. We are so proud of them and their accomplishments!
  - HTP, AGS and PTK Spring reception:
    - Save the date – will be on Thursday, May 29, 2025, at 3:00 in the Campus Center.

- This year it will be a joint HTP, AGS and PTK reception, so we will be honoring all our graduating and completing students together.
- Refreshments will be provided.
- More information will be shared soon.
  - 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.
  - Spring 2025 meeting dates (Hybrid – in person in TC 123 and on Zoom):
    - April 30, 2025 (last Wed of the month due to spring break)
    - May 21, 2025
    - Meetings will be in a Hybrid format – meeting in person in TC 123 and on Zoom. Please email me at 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/directions 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.
- **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
- **Physical Resources:** John Fincher
- **Professional Learning:** Sarah Bosler
  - Distinguished Faculty Award Nominations Due by 5pm on May 1. Nominate a colleague today!
  - Coming Soon! Apply for the Professional Learning Faculty Coordinator (40% release time) position for 2025-2027
  - Upcoming April PL Events:
    - 4/11/25 - Technology Friday Series continues from 12:30-1:30p - Zoom Tools: Keeping UP with an ever-changing environment Presented by Staff from CCC Tech Connect. Register on the VRC Training Calendar.
    - 4/23/25 - AI in the Classroom from 3:00-4:00pm - Presenter: Craig Hayward of the California Community Colleges Chancellor's Office
    - Register: https://us02web.zoom.us/meeting/register/TVj5HDO8QWm6yvsuK2eOmg?mc_cid=dd0e692ee6&mc_eid=6f5107d7c4#/registration/
    - 4/25/25 - Technology Friday 12:30-1:30pm - Adobe Sign and Adobe Accessibility
    - 4/29/25 - Basic Needs Ally Training 1:00-2:00pm Presented by Alesis Silva. Register on the VRC Training Calendar.
- **Program Review:** Dan Volonte
- **SEAP Committee:** La'Kisha Simpson
- **Student Learning Outcomes:** Dr. Cathrine Besancon
- **Student Services:** TBD
- **Textbook and Instructional Materials Committee:** Elizabeth Cook

OFFICERS' REPORTS
(send in written reports)

- President: Lisa Villa
- Vice President: Renee Liskey
- Past President: Jim Woolum
- Secretary: Roberto Loya
- Treasurer: Priscilla Englert
- CCFA Liaison: Greg Lipp
  - We met last on March 19th
  - There are 4 positions open in CCFA; Vice President (one time, one-year term in order to coincide with the president's term) that has a 10% release time, Treasurer (2 year term) 20% release time, Secretary (2 year term) 20% release time, and 3 at-large members with no release time. At the moment all positions have a candidate but are uncontested. If anyone would be interested the can self-nominate or nominate a colleague. Nominations will be accepted up to the April 30th meeting. Any interested party can email Elizabeth Cook at ecook@citruscollege.edu .
  - Senya Lubisich will receive the local WHO award, Dave Brown will receive the WHO award for Service Center 1, and Jesus Gutierrez has been nominated for the State WHO award.
  - The contract committee has not yet had its first meeting. If anyone is interested in joining the committee or has any input they'd like to offer contact Dave Brown dbrown@citruscollege.edu
  - Much discussion was done about the STEM center and office space, last Friday April 4 we met with Dana Hester and Jeremy Clark with favorable results. A proposed office space map was presented and Dr. Hester stated that faculty WILL have private office space.
- CTE Liaison: Spencer Boldt
- Curriculum Chair: Michelle Plug
- ASCC: Hamza El Lahib; Jonathan Johnson

Old Business (5-10 minutes)

Student access to Canvas classes following the end of a term—Becky Rudd
This item was tabled due to time.

Announcements (5-10 minutes timely/urgent report)

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.