

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

Wednesday, April 23, 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.*

The members listed above were all present except: Priscilla Englert, Michelle Plug, Bill Zeman, Elizabeth Cook, Hamza El Lahib, Jonathan Johnson, Lakhysa Greene, La'Kisha Simpson, Leina Saikali Willis, Matthew Parsons.

Zoom Attendance: Katherine Culliver-Carter, Elizabeth Cook, Elisabeth Ritacca, Rami Oweini.

CALL TO ORDER

Lisa Villa – Set Agenda

MINUTES APPROVAL from 04/09/25

SUPERINTENDENT/PRESIDENT REPORT

Dr. Schulz expressed gratitude to faculty colleagues for their work on the steering committee examining the mission, vision, and value statements. He invited everyone to review the draft and provide feedback. He also announced an open office hour for the following day and an open forum on April 29th. He reported a 3.2% growth in enrollment over last year's actual figures but noted the issue of phantom students. He thanked everyone for their assistance in dealing with this issue.

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.

- The fire alarm has gone off three times in the ED building this semester.

Action Items

- **AP 5010** Admissions
 - **Passed.** First, Greg. Second, Andrew.
- **AP 5011** Admission and Concurrent Enrollment of High School and Other Young Students
 - **Passed.** First, Greg. Second, Andrew.
- **AP 5035** Withholding of Student Records
 - **Passed.** First, Greg. Second, Andrew.
- **AP 5040** Student Records, Directory Information, and Privacy
 - **Passed.** First, Ann. Second, Catie.
- **AP 5610** Voter Registration
 - **Passed.** First, Ann. Second, Greg.
- **AP 6750** Parking
 - **Tabled.** Ann, first. Greg, second.
 - This AP was tabled as the Senate had several questions.
 - Why was the language added to an SOP rather than an AP? What is the difference between an SOP and AP? What is an SOP?
 - Where is it located specifically?
 - If SOPs are not public facing documents, how would certain groups (like people attending sporting events) know they get free parking?

- How are SOPs managed? Can edits be made without constituency reviews? How would constituency groups prompt edits in the future?
- Is there an SOP AP that addresses how SOP's are managed?
- **BP 5010** Admissions and Concurrent Enrollment
 - Passed. First, Greg. Second, Andrew.
- **BP 5035** Withholding of Student Records
 - Passed. First, Greg. Second, Andrew.
- **BP 5040** Student Records, Directory Information, and Privacy
 - Passed. First, Ann. Second, Catie.

New Business

- Academic Senate 2025-2026 Meeting Dates
- BP 1100 Citrus Community College District
- BP/AP 2000 Board Policy and Administrative Procedure
- BP 2010 Board Membership
- AP 2360 Minutes

Old Business

Regular and Substantive Interactions—Becky Rudd

Becky discussed the importance of regular substantive interactions in online classes, emphasizing the need for student-teacher, student-student, and student-content interactions. She highlighted the necessity of providing opportunities for students to engage in all these ways. Shelby also explained the accreditation process, stating that the team will randomly select 15 classes to evaluate, and at least 80% of these courses must meet the accreditation requirements. She mentioned that the evaluation process is now mandatory for online classes

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): (third Wednesday of each month):
 - 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/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.
- **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
 - Committee Meeting: The Online Ed Committee met on Monday, April 21, at 2:40pm.
 - Discussed extending the time for classes to be available after the end of the term. Agreed to extend the default end date to 30 days with instructions to be provided for how instructors can override the default.
 - Shared the following professional development/informational webinars:
 - Distance Education RSI Information webinar on April 29 at 12:00
 - Preparing for TechConnect's New Zoom Storage Policy webinar on May 8 at 12:00
- **Physical Resources:** John Fincher
- **Professional Learning:** Sarah Bosler
 - Distinguished Faculty Award Nominations due by 5pm on May 1, 2025
<https://forms.office.com/r/ifvQVCTYZY/>
 - 40% Release time Professional Learning Faculty Coordinator - Email regarding Letter of Interest deadline, coming soon!

- Upcoming Opportunities for Professional Learning - Register on the Vision Resource Center Training Calendar - <https://login.visionresourcecenter.cccco.edu/login/>
- April
 - Tech Fridays: Adobe Sign and Accessibility by Ty Thomas (4/25)
 - Equity and Culturally Responsive Online Teaching by Becky Rudd (4/28) - Course full
 - Basic Needs Ally Training with Alexis Silva (4/29)
- May
 - Combating Transphobia by Alexander Ainsworth (5/5)
 - Drug Safety and Overdose Prevention by End Overdose Staff 5/8)
 - Tech Fridays: Using Artificial Intelligence in the Program Review Process by Tommy Reyes, Dan Volonte, Dave Brown, Yueyi Huang and Lan Hao (5/9)
 - De-escalating Situations while Protecting your Mental Health by Pilar Huffman (5/22)
 - Tech Fridays: Microsoft 365 Tools: Forms, Sway, Teams and more by Ty Thomas (5/23)
- Conference Attendance:
 - Due to end-of-year requisition deadlines, we can no longer accept conference funding requests for 2024-2025. If you have a last-minute request, please contact professionallearning@citruscollege.edu, and we will do our best to assist you with this or with any other questions you may have. We are accepting travel requests for the 2025-2026 academic year, which starts on July 1.
- **Program Review:** Dan Volonte
 - Next meeting is May 2, and everyone is welcome to attend.
- **SEAP Committee:** La’Kisha Simpson
- **Student Learning Outcomes:** Dr. Cathrine Besancon
 - Reminder that SLOA is available on Padlet. Be on the lookout for an email within the next week or two with reminder instructions.
- **Student Services:** TBD
- **Textbook and Instructional Materials Committee:** Elizabeth Cook

OFFICERS’ REPORTS

(send in written reports)

- President: Lisa Villa
 - The last Senate meeting will likely be May 28th. Please attend as we will be honoring faculty retirees by reading resolutions. The June meeting is just in case there is an emergent situation.
- Vice President: Renee Liskey
- Past President: Jim Woolum
- Secretary: Roberto Loya
- Treasurer: Priscilla Englert
- CCFA Liaison: Greg Lipp
 - CCFA elections are the end of May.

- Please contact Greg or Dave Brown if there is something you would like to see added or adjusted on the contract.
- CTE Liaison: Spencer Boldt
- Curriculum Chair: Michelle Plug
- ASCC: Hamza El Lahib; Jonathan Johnson

Announcements

Dear Faculty,

The Owl Bookstore is now accepting requests for faculty regalia rental through **Thursday, May 1, 2025**, for those who do not have their own personal regalia in preparation for our 109th Commencement scheduled for 6:00 p.m. on Friday, June 13, 2025, at the Citrus College stadium.

Step 1: Visit [Citrus College | Jostens](#)

Step 2: Select the item(s) you wish to rent from the gown, hood, tassel options available.

Step 3: Add the items to your cart and enter your information. Please note that you must complete the check-out process by no later than **May 1, 2025**.

Please note that this deadline is strictly enforced in order to allow adequate processing and shipping times to the Citrus College bookstore.

Step 4: Faculty may pick up their regalia beginning June 10, 2025 at the Owl Bookstore during regular business hours.

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.