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

Wednesday, May 14, 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; Chris Styles
- **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
The people listed above were all present except: Arnold Kondo, Dania Rosales Fernandez, La'Kisha Simpson, Matthew Parsons.

Zoom Attendance: Priscilla Englert, Andrew Wheeler, Bill Zeman, Chris Styles, Elisabeth Ritacca, Katherine Culliver-Carter

Guests: Henoch Perez, Lucila Zurita, Darren Hall, Gerhard Peters

CALL TO ORDER

Lisa Villa – Set Agenda

MINUTES APPROVAL from 04/23/25 – Approved

SUPERINTENDENT/PRESIDENT REPORT

Dr. Schultz provides several updates in his Superintendent's report. He announced a reception for tenured faculty and retirees tomorrow, provided an update on faculty search processes, and discussed plans for Classified School Employees Week. Dr. Schultz also mentioned the release of the governor's May budget revision, which appears to spare community colleges from reductions. He concluded by inviting attendees to his open office hour on Monday.

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.

- Lucy presented the Puente Project at Citrus College. She highlighted its benefits for Latino students and overall student success rates. She outlined short, middle, and long-term goals for the project, including finding supportive professors and counselors, creating collaborative events, and establishing academic support. She emphasized the need for a space that reflects the 60% Latino student population at Citrus College.
- Please attend the flea market this Saturday 05/17/25 from 8:30AM-12:00PM. Several clubs are going to be selling items to fundraise, so please bring cash.
- Please be on the lookout for an email from Gerhard to your personal emails regarding the CCFA rally in Hawthorne.
- Students have complained there are no quiet spaces to study in the library, as the quiet rooms are now being used by IT.

Action Items

AP 6750 Parking – Not Passed
Greg, first. Tommy, second.
Summary of Concerns from the Academic Senate regarding SOPs and AP Processes (which came from a recent discussion in Senate about AP 6750 and the corresponding SOP, but applies to any future discussions revolving around the use of standard operating procedures)

1. **Lack of Oversight Undermines Governance**
   Concern that SOPs can be created or modified without formal review or input from steering committees or shared governance processes. This perceived lack of oversight

undermines the purpose of Administrative Procedures (APs), which are intended to provide structure, transparency, and accountability.

2. **Transparency and Public Impact**
   While SOPs are typically used for internal operations, senators noted that when these procedures affect the public—such as in cases involving parking or campus access—there is a need for greater transparency. The current practice of keeping SOPs out of the public eye because they are considered internal is seen as problematic when the decisions they influence have external consequences.

3. **SOPs vs. APs – Proper Use and Placement**
   There is a shared belief that SOPs are appropriate for managing internal departmental tasks. However, when the scope of an SOP impacts the broader campus or public, the guiding principles or key criteria should be enshrined in an AP. Unlike SOPs, APs undergo shared governance, are public-facing, and are subject to formal review, making them more stable and accountable.

4. **Flexibility vs. Consistency**
   While SOPs allow for operational flexibility, senate asserts that placing essential procedures within APs would not limit that flexibility, but instead ensure decisions are consistent, transparent, and procedurally sound. SOPs are described as "non-binding" and vulnerable to arbitrary change, which makes them unsuitable for matters with campus-wide or public implications.

5. **Call for Action**
   After consideration and lengthy discussion of the completed parking SOP, the Senate council maintains it's original stance: the language that was stipulated for the parking AP, AP6750 and passed by the Senate body last fall semester 2024 with the assumption that it would be added to the AP, would be the only appropriate course of action. That this information ought to be public facing and to ensure that changes undergo appropriate review/that the governance process is respected, are reasons to recommend a no vote on this item.

Academic Senate 2025-2026 Meeting Dates – Approved
Denise, first. Catie, second.

BP 1100 Citrus Community College District – Approved
Greg, first. Catie, second.

BP/AP 2000 Board Policy and Administrative Procedure – Approved
Greg, first. Catie, second.

BP 2010 Board Membership Procedure – Approved
Greg, first. Dan, second.

AP 2360 Minutes – Approved
Greg, first. Catie, second.

New Business

- BP 4070 Course Auditing and Auditing Fees

Old Business

Discussion

- o Elisabeth, co-chair of the Student Equity and Achievement Program (SEAP) committee, reported on the ongoing process of writing the new equity plan for 2025-2028. The committee is brainstorming ideas and meeting with various campus groups for input. They plan to draft the document over the summer and present it to the Academic Senate by the end of September, followed by Steering committee reviews in October. The final plan will be submitted for Board approval in November.
- o Elisabeth proposed transitioning some employee-only all-gender bathrooms to be available for students and the public, especially in buildings where no such facilities currently exist. She emphasizes this as a basic needs issue for students, particularly those who are non-binary or transgender. The council members express support for the idea, with Lucy highlighting its importance for non-binary individuals. Elisabeth clarifies that this is still in the early planning stages, and there is a discussion about the current availability and advertising of all-gender bathrooms on campus. The group agrees that better signage and communication about these facilities are needed.

Information

Midterm Draft Report—Dr. Dana Hester and Dr. Catie Besancon

Dana Hester and Catie Besancon presented an update on the midterm draft report for accreditation. The report, due in October, covers continuous improvement, institution-set standards, student learning assessment, and future themes. Dana emphasized that accreditation is about self-improvement and highlights the collaborative nature of the report's creation. They invite feedback on the 12-page draft and mention the upcoming work on the next self-evaluation report, encouraging faculty participation in the process.

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
  - o There was an Executive Order on Accreditation that we are keeping our eyes on. One issue that could impact ACCJC and us is that the order doesn't allow for accreditors to allow for desegregated by gender, race and ethnicity. As Executive Orders do not have force of law, there are no current changes.

- **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
  - 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):
    - 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
  - Please check to make sure the bookstore is listing the accurate info and that your sections are marked ZTC correctly. Registration for summer and fall started this week and there are still a lot of sections marked incorrectly or not marked at all. We are still doing a lot by hand so any help is greatly appreciated.
- **Online Education:** Becky Rudd
- **Physical Resources:** John Fincher
- **Professional Learning:** Sarah Bosler
  - Apply Now! Accepting Letters of Interest for the Professional Learning Faculty Coordinator 40% Release Time position.
  - Thurs 5/15 - Tenuree/Retiree Reception @ 12pm in the Campus Center
  - Thurs 5/22 - De-Escalating Situations While Protecting your Mental Health in CC-104 from 12-1p

- o Fri 5/23 Technology Fridays - Microsoft 365: Tools: Forms, Sway, Teams and more! on Zoom 12-1p
  - o Tues 5/27 - PL Committee voting on Distinguished Faculty Award submissions - Awardee will be announced early June
  - o Travel Requests have closed for 2024-25. Now accepting requests for review after July 1.
  - o Movie Screening in celebration of AAPI Month
  - o Vision Resource Center - Check the Training Calendar to find local events as well as statewide events by ASCC and CCC
  - o New Recording Available: Technology Friday re: Using AI in Program Review Process
- **Program Review:** Dan Volonte
  - o **Location where to find and turn in PR:** The team discussed the location and structure of their program review documents. They considered using the intranet and the portal for easy access and to avoid confusion about where the documents are stored. Dr. Eric Calderon suggested using Microsoft Teams for collaborative work and version control, which was well-received. The team agreed to explore this option further, with the possibility of creating a template for each academic year. They also discussed the potential for creating links to specific folders on the intranet for easy access. They agreed to store templates in Teams and make them accessible through the portal, with access restricted to employees. The team also considered the idea of creating a program review-oriented team for easier access and maintenance.

    They explored the possibility of creating a link directly to the program review team within the portal, which would allow faculty to access it without needing to sign in again. The team also considered the potential for creating different levels of access within the program review team, and the possibility of creating a training video or screenshots to help faculty navigate the platform

    - AI and Program Review: Ai workshop coming up with Tommy Reyes. Tommy presented his use of AI in program review, highlighting the benefits of using AI to analyze data and generate comprehensive reports. He shared his process of using AI to answer questions based on his data, including identifying equity gaps and suggesting ways to partner with schools and community organizations. Tommy also emphasized the importance of double-checking AI-generated reports for accuracy. The team discussed the potential of using AI for program review, with some concerns. The team agreed to organize a workshop to train faculty on using AI for program review.

      Dr. Kim Orlijan raised concerns about the use of AI in program review, questioning its purpose and potential implications. Tommy shared his experience with AI, highlighting its ability to provide deeper insights and its potential for error. Dave Kary emphasized the need for a system that can interpret data effectively. Dr. Dana Hester suggested that AI could provide innovative intervention ideas, which could be valuable despite potential blind spots. Tommy agreed, likening AI to a person who makes mistakes, and emphasized the importance of reviewing and discussing its outputs. The team expressed concerns about the sustainability and environmental impact of

such projects. They also discussed the need for training faculty on data and the

potential for AI to generate ideas. However, there were concerns about relying solely on AI for program review, with the need for faculty to understand and evaluate the data generated. The team agreed on the importance of guidelines and training for the effective use of AI in their work.

If you have any questions, please feel reach out. dvolonte@citruscollege.edu and or 951-314-2269. Please text me before calling as I don't answer numbers I don't recognize.

- **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
  - From ASCCC spring plenary, here are resolution highlights:
  - The following were all passed by acclamation:

    - New Discipline: Brewing, Fermentation, and Distillery Science
    - Support of Sanctuary Campus designations
    - Support of AB1433 funding for NC instruction
    - Advocating for the Inclusion of CCC Classified Senates in Title 5
    - Commitment to IDEAA and Academic Freedom
    - Empowering faculty voice in Rising Scholars programming
  - Passed with debate:

    - Advocating for a 21st century Ralph M. Brown Open Meeting Act
    - Establishing a CCC AI Commons
    - Supporting a united faculty workplace for CCC
    - Lab faculty and college governance (lecture /lab parity)
    - Eliminating financial barriers: NO fees for Credit by Exam for CPL
    - Allow Districts to offer math/Engl courses to support "upskilling" for student advancement
    - CalGetc approval of CCC Ethnic Studies course
  - Failed or referred to Executive Board for further review/research:
    - Enhancing student mobility: credit for prior learning and transcript reciprocity among CCCs
    - Ensuring access and equity: removing residency barriers for CPL

- Vice President: Renee Liskey
- Past President: Jim Woolum

- Secretary: Roberto Loya
- Treasurer: Priscilla Englert
    - I'd like to speak and report in support of the Puente program. The program clearly empowers students to thrive academically and personally by fostering a strong sense of belonging and community.
    - As a dedicated mentor and life-long learner, I'm committed to guiding students through their educational journeys, helping them build confidence, resilience, and meaningful connections that support their long-term success.
    - I'm blown away by the passion, persistence and how L.U.S.A. has taken it upon themselves to bring this to a wider audience.
    - I'd say Puente is already working, in respects to building community and belonging, please join me in nurturing its further development. Thank you.
- CCFA Liaison: Greg Lipp
    - New Union Officers: Denise- VP; Jesus- Secretary; Aleli, Lisa, and Patrick- At-Large.
    - End of year celebration is scheduled for June 13.
- CTE Liaison: Spencer Boldt
- Curriculum Chair: Michelle Plug
    - Michelle announced that the last curriculum meeting will be on May 29th and thanked the faculty for their hard work. She reported that the 6-year review is progressing well, with only about 8 more courses that need to be launched before the end of the academic year. She also shared updates on Common Course Numbering, Cal GETC approvals, and the upcoming Curriculum Institute. Spencer provides an update on union elections and reminds faculty to watch their paychecks due to changes in payroll processing.
- ASCC**:** Hamza El Lahib; Jonathan Johnson

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.