

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

**Wednesday, October 9, 2024**  
**2:40p.m.- 4:00p.m. Hayden Hall 101**  
Quorum: 17

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## 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 VIA ZOOM FOR SENATORS DOES NOT COUNT AS VOTING MEMBERS  
UNLESS OTHERWISE VOTED ON.*

## Attendance

The following were absent: Ann Everette, Becky Rudd, Bill Zeman, Jonathan Johnson, La’Kisha Simpson, Matthew Parsons, Sarah Bosler.

The following were present via Zoom: Elizabeth Ritacca, Rob Love, Nichole Ary, Thom Eiland, Eileen Sin, Elizabeth Cook, Paul Swatzel.

Guests: Spencer Boldt, Darren Hall, Lakhysa Greene, Dr. Eric Calderon, Dalvir Dhillon.

## CALL TO ORDER at 2:41PM

Lisa Villa – Set Agenda

MINUTES APPROVAL- The minutes will be approved at the next meeting, since they were accidentally left off the agenda.

## SUPERINTENDENT/PRESIDENT REPORT

Dr. Schulz discussed several updates and upcoming events. He announced an Educational and Facilities Master Plan (EFMP) forum to be held next week, inviting all students, faculty, and staff to attend. He also mentioned his plans to attend various community events with trustees, aiming to be an ambassador for the college. He reported a 5% growth in full-time equivalent students (FTES) compared to the previous year, expressing gratitude for this achievement. Lastly, he announced a 110th anniversary gala to be held in March, inviting everyone to save the date.

## 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.*

## TeCS

Dr. Eric Calderon discussed the challenges students and faculty face with multi-factor authentication. He suggested that students struggling with this issue should be directed to the tech support team for assistance, while also emphasizing the importance of maintaining security measures.

## 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
- **CAFF:** 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
- **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
- **Parking Workgroup:** Greg Lipp
- **Physical Resources:** John Fincher
- **Professional Learning:** Sarah Bosler
- **Program Review:** Dan Volonte
- **SEAP Committee:** La'Kisha Simpson
- **Student Learning Outcomes:** Dr. Cathrine Besancon
- **Student Services:** TBD
- **Syllabus Workgroup:** Lisa Villa
- **Textbook and Instructional Materials Committee:** Elizabeth Cook

#### Academic Calendar

Working to implement Cesar Chavez Day and creating an accessible academic calendar.

#### Online Education:

1. Committee Meetings – Our next meeting is on Monday, October 21, at 2:40pm.
2. Training – A four-week Humanizing Online Teaching and Learning class, taught by Nichole Ary, begins October 2, 1. Registration is available through the Vision Resource Center. Contact Becky with any questions or registration issues.
3. A four-week Equitable Grading Practices online class, taught by Gloria Ramos, will begin on Monday, January 13, 2025. A flier and registration information will be available soon.
4. Vendor provided webinars to learn about Canvas integrations are available on a regular basis for online faculty and announced in the Online Education Committee Canvas shell.

#### Curriculum:

Michelle discussed the upcoming curriculum meeting and the timeline for common course numbering. She also mentioned that more courses will be looked at in the fall and spring.

Honors:

The deadline to add your course to the Honor Program is October 31. This committee's next meeting will be November 7 in TC123 and zoom from 2:40pm-4:00pm. Please contact Dr.

Jennifer Miller-Thayer if you would like the zoom link. **At-Large Rep:**

Many faculty are concerned about the increase in suspected AI submissions that can't be "proven" to be AI. This may be a topic we want to add to the agenda for a future discussion and to figure out more policies/best practices and supports for faculty.

## HTP

### Ongoing announcements:

#### Recruitment

- We need faculty support in recruitment through your recommendations and encouraging students to apply, so please continue to do this. **Continuing to expand course offerings:**
- I am continuing to work with deans and faculty on expanding our course offerings, so if anyone is interested in adding a class to the honors curriculum, please reach out to me.
- Remember to include the OE addendum if you want the option to teach it as a hybrid.
- For this curriculum cycle, Courseleaf submissions need to be in by Oct. 31, 2024.
- If you need help with this process, let me know.
- We are also recruiting new faculty who are interested in teaching honors classes.

#### Meeting dates for Fall 2024:

We are going to try having our meetings on **the first Thursday of each month instead of the first Tuesday** to see if that works for our committee.

#### Fall 2023 (first Thursday of each month):

- Nov. 7, 2024 - Hybrid in TC 123 and on Zoom 2:40-4:00 pm
- Meetings will be a hybrid with in-person in TC 123 and on Zoom. Please email me, [jmillerthayer@citruscollege.edu](mailto: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.

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#### President:

- Please contact Lisa if you are interested in joining the AI committee.
- Lisa has been in contact with Claudette Dain, Vice President of Finance and Administrative Services, regarding the Follet contract. She will let the Senate know of any updates.

#### Vice President:

- Please contact Renee if you would like to join the Sabbatical Committee. This committee reviews items on their own time.

#### CTE:

- Elizabeth Montellano is hosting a career workshop in CI 159. Food will be provided. If you have any industry contacts, please contact Elizabeth.
- The Health Sciences Department has been in contact with TeCS regarding student academic dishonesty. It was discovered that students can navigate away from their online quiz in Canvas and look up the answer. To check if students are doing this, enable Quiz Log Auditing in Feature Options. Health Sciences has contacted TeCS to explore further solutions.
- Health Sciences has been actively involved in the SoCal Trade Schools. Other disciplines are welcome. Please contact Elizabeth if you would like to attend.

## Action Items

- AP 2712 and BP 2712 o Motion to approve. Catie, first. Jeremy, second. The committee voted in full approval.
- AP 4100
  - o Motion to approve. Jeremy, first. Andrew, second. The committee voted in full approval.
- AP 4025
  - o Motion to approve. Jeremy, first. Andrew, second. The committee voted in full approval.

## New Business

- AP 5070
  - o Senya discussed the need to update the attendance policy to align with new federal requirements for online courses. She explained that attendance is measured through active participation in class activities within the Learning Management System (LMS), and students need to be notified of any on-campus or synchronous meetings. If a student has not actively participated in the course for 14 days, they need to be dropped. o Senya confirmed that the new rules require students to be marked as absent if they do not attend classes, even if

they are communicating with the instructor. The committee expressed concern about the implications of these changes, particularly for students who may have been absent due to personal reasons. Senya suggested that contacting the instructor could be considered as activity but acknowledged that the new rules could be challenging to implement. committee suggested the 2-week period should be adjusted to the varying length of the semester, such as 8-week courses.

- Another question was whether activities outside the LMS, such as using Pearson MyLab, would still be considered as active participation. Senya clarified that activities within the LMS are necessary for reporting purposes, but instructors can include requirements for 3rd party publisher materials in their syllabus.
- Senya recommended incorporating feedback from the meeting into a revised proposal. ○ This AP will be brought back as Old Business for the next meeting

#### Student Services- Desk Review

- AP 5410 Associated Students Elections
- AP 5420 Associated Students Finance
- AP 5470 Sale – Distribution of Food Items on The Senate would like justification for limiting food distribution to two times a year.
  - Is this limit for the calendar year or academic year?
  - Can professors bring food for their classes, and if so, are there protocols or restrictions?
- BP 5120 Transfer Center
- BP 5300 Student Equity
- BP 5420 Associated Students Finance
- BP 5530 Student Rights and Grievances

#### Revised

- AP 5015 Residence Determination
- AP 5070 Attendance ○ See comments from previous presentation by Senya Lubisich.
  - This AP states that students should be dropped after two weeks of inactivity. The Senate suggested perhaps the two weeks should be adjusted to accommodate different class lengths.
- AP 5120 Transfer Center
- AP 5150 Extended Opportunity Programs and Services
- AP 5300 Student Equity
- AP 5460 Student Fundraising ○ The Senate would like clarification on the phrase *approved activities may not disrupt class*.
  - The Senate would like justification as to why student fundraisers are limited to two times a year.
- AP 5530 Student Rights and Grievances
- AP 6750 Parking
- BP 5015 Residence Determination
- BP 5070 Attendance ○ Discussion/clarification re: removal of some language previously recommended by the Academic Senate parking workgroup from the 23-24 school year

- BP 5150 Extended Opportunity Programs and Services

## Information

## ANNOUNCEMENTS

### ADJOURNMENT at 4:01PM

*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.*