

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

Wednesday, November 13, 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:** Timothy Durfield
- **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

All members were present except the following: La Quirshia Fennell, Matthew Parsons, Mercedes Belica, Becky Rudd, Jonathan Johnson, Priscilla Englert, Jeremy Clark, John Fincher, Michelle Plug, Dan Volonte.

Members present on Zoom: Jennifer Miller-Thayer, Raul Sanchez, Chris Styles, Tom Eiland.

CALL TO ORDER at 2:44PM

Lisa Villa – Set Agenda; announcements moved earlier in agenda

MINUTES APPROVAL

Motion – Dawn Brewster, first. Ann Everett, second. Pass with one spelling edit.

SUPERINTENDENT/PRESIDENT REPORT

Election Update

This room was used as a local polling place and ballot drop-off box last week. More than 2000 committee members cast their vote here. Prop 2 facilities bond passed, which means Citrus College will receive about 35 million in the upcoming years for building projects. There were also three Trustees on the ballot, Trustee Bollinger will continue serving Area 2, Steven Flowers will be the new Trustee for Area 5 and although not yet finalized, it is looking like Dr. Randa Wahbe will be the new Trustee for Area 4.

Enrollment Update

Current enrollment for winter is about 2,878 and growing and about 3,300 enrollments and growing for spring.

FNIC Update

Thank you to the FNIC committee who produced a prioritization which will be on the November Board agenda. As we are currently about 12 faculty over our required number of full-time faculty, we are moving forward with only one recruitment.

Thanksgiving Open House

All are invited to the Thanksgiving Open House event in the Campus Center, November 18, 1:30-3:30PM.

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.

No items.

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
- **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
- **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

Calendar Committee Report

Gerhard Peters reported a new version of the academic calendar that is colorful and also accessible will be available soon. Thank you to all that asked for it.

Accreditation/Program Review/SLOA Report

Catie Besancon reported that along with Dr. Schulz and Dr. Hester, she will be attending an ACCJC event at Riverside City College.

For program review, all annuals have been turned in. There are a few comprehensives due this spring, check with your dean if you aren’t sure if you have one due. The sandboxing of our new SLOA process is almost completed. Directions will be sent out and a presentation will be shared out at FLEX Day.

CCAFF Report

Bill Zeman noted more adjunct faculty are taking advantage of the health insurance benefits available to adjuncts that have 40% load or more. Not all adjunct faculty that qualify may be aware of this opportunity, so please mention it to faculty that you think may qualify for this. Since only about 16% of colleges have adopted this procedure even though it is completely reimbursable to the college, your colleagues may be teaching at other colleges where this opportunity is not available to them.

Honors Report

Recruitment and Scheduling

- I will be working with the HTP counselors on the next scheduling cycle (summer and fall 2025) soon.
- We are excited that at least 3 new honors classes have been sent to curriculum in this cycle: Ethnic Studies 101H, Women's History and Shakespeare Lit.
- Please contact me if you are interested in adding classes to our HTP curriculum and if you are interested in teaching with us.
- As our numbers increase, we will add more classes to our schedules in the future.

HTCC updates

- HTCC - spring conference –
- Will be held at UCR this year on Saturday, April 5, 2025.
- Encouraging students to participate – abstracts will be due by Tuesday, December 3, 2024, so they need to work on these now.
- Please have them reach out to me if they need any help.
- They must be in our HTP to participate as a moderator, volunteer or presenter.
- There are individual oral presentations, group oral presentations and poster presentations.
- Scholarships are also awarded, so this is a great opportunity for our students.
- If you are interested in attending the conference, please let me know.

Meeting dates for Fall 2024:

There are no more meetings for this term. We plan to stay on a Thursday afternoon schedule; however, we found out that the first Thursday overlaps with curriculum, so we may move it to another Thursday in the month.

Meetings will be a hybrid with in-person in TC 123 and on Zoom. Please email me, 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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CTE Liaison Report

Dawn provided an academic dishonesty update. The deans and directors are going to discuss purchasing a campus license for a software called Respondus meant to deter cheating. If they do not decide to purchase, each area that wants to use it will have to secure their own funding.

Roberto Loya shared that he has enjoyed taking his students on field trips for building and is looking forward to a couple more in the near future.

Vice President Report

Renee Liskey went to Plenary last week. She attended sessions about Common Course Numbering, AI and shared governance. Even if you are not a voting member of Steering, please consider coming to the meeting on November 25 to show your support for the changes Senate proposed to the parking AP.

President Report

Lisa also joined the AI session at Plenary last week. She has been made aware of some potential issues around the academic renewal AP that this committee will need to continue discussing. Sabbatical committee had a large number of volunteers. This week members are reviewing and ranking the 4 proposals, and will meet over Zoom next Monday. If you are on this committee and can't make it to the meeting, please forward Lisa your rankings before the meeting.

Action Items:

AP 5470 Sale – Distribution of Food Items

Motion- Ann Everett, Second- Greg Lipp, Pass

Hamza explained ASCC proposed removing the last sentence in the first paragraph as ASCC would like to have more fundraisers than the AP currently allows.

AP 5460 Student Fundraising

Motion- Renee Liskey, Second- Sonia Kibbe, Pass.

Hamza El Lahib shared ASCC's proposed edits. The committee supported the rationale and suggested further edits.

AP 5015 Residence Determination

Motion- Ann Everett, Second- Greg Lipp, Pass.

No further discussion.

BP 5070 Attendance

Motion- Ann Everett, Second- Renee Liskey, Pass.

No further discussion.

BP 5150 Extended Opportunity Programs and Services

Motion- Ann Everett, Second- Greg Lipp, Pass.

Raul shared the rationale to make the textbook required is that students involved with EOPS are only eligible to receive vouchers for textbooks that are required. Required subscriptions are also eligible if they are sourced through the bookstore and not a third-party vendor. Proposed edits accepted.

New Business

Desk Review

- BP 5205 Student Accident Insurance
- BP 5210 Communicable Diseases
- BP 5570 Student Credit Card and Other Solicitations

Revised

- AP 5050 Student Success and Support Program
- AP 5110 Counseling
- AP 5200 Student Health Services
- AP 5210 Communicable Diseases
- AP 5220 Shower Facilities for Homeless Students
- AP 5570 Student Credit Card and Other Solicitations
- BP 5050 Student Success and Support Program
- BP 5110 Counseling
- BP 5200 Student Health Services
- BP 5220 Shower Facilities for Homeless Students

All of these items were forwarded to the review teams. Not much feedback was received so far other than noting a name update for the Student Wellness Center on AP 5200. All Senate members have access to the Teams site where these items are located; please review and if you notice anything, leave a comment before the next meeting. No discussion was requested for any of these items during this meeting; all will return as action items at the next meeting.

ANNOUNCEMENTS

- Catie Besancon shared a new show opens November 28 in the art gallery. The exhibit is a beautiful show of textile art.
- Jennifer Miller-Thayer recently read an article about a college that allows students to donate to a local food pantry in lieu of paying parking tickets.
- Greg Lipp announced the Auto Open House will be held tomorrow at 6:30pm in HH.
- Sonia Kibbe shared there is a fundraiser at Raising Cane's on November 18 benefiting the LVN pinning.

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.