

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

**Wednesday, February 26, 2025**  
**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: Jim Woolum
- Secretary: Roberto Loya
- Treasurer: Priscilla Englert
- CCFA Liaison: Greg Lipp
- CTE Liaison: Vacant until May 2025
- 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; La Quirshia Fennell
- **Counseling:** Flora Yee; 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:** Vacant; Vacant
- **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.*

The members above were present except: Andrew Wheeler, Bill Zeman, Elisabeth Ritacca, Hamza El Lahib, Jennifer Miller-Thayer, Jonathan Johnson, La'Kisha Simpson, Leina Saikali Willis, and Matthew Parsons.

## CALL TO ORDER

Lisa Villa – Set Agenda 2:45PM

**MINUTES APPROVAL from 12/11/24** – Approved with one correction.

- Gregg, first and Ann, second.

## SUPERINTENDENT/PRESIDENT REPORT

- Dr. Schulz expressed gratitude and a warm welcome to Kesha Shadwick, the new Administrative Assistant in the Office of the Superintendent/President.
- Dr. Schulz shared upcoming updates on the women's and men's basketball teams. Please support them by attending the games.
- Dr. Schulz encouraged faculty and staff to provide feedback on the branding redesign.
- Please contact the Superintendent/President's Office to schedule a spot for the next office hours on March 12, 2025.
- Dr. Schulz shared his appreciation for the hard work that has been put towards eliminating phantom students from classes.
- Regarding the recent executive orders, Dr. Schulz emphasized that the college's equity and inclusion efforts are in line with the law.

## 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.*

- Legal name v preferred name on classroom rosters:
  - Only students' preferred names appear on rosters. A student's preferred name was changed without his knowledge, resulting in his name being incorrect in all of his classes. The student visited Student Services several times, but this was not able to be corrected until a division dean became involved. A possible solution to prevent a similar situation from occurring

## 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
  - The Council of Regional Accreditation, of which ACCJC is a member, has written a joint letter to provide feedback on ED's "Dear Colleague Letter," in which they disagree with the interpretation of law presented in the letter. ACCJC maintains that there is nothing we currently have to do as the letter does not have the force of law and that they are monitoring the situation. The ACCJC is soliciting

feedback from their institutions on the Dear Colleague Letter from the Department of Education about ending DEI programs. If you'd like to provide comment: Comments can be submitted by emailing comments to [OCR@ed.gov](mailto:OCR@ed.gov) or writing to the following: Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202

- **AI Chat GPT Workgroup:** Eric Odegaard
- **CAFF:** Bill Zeman
- **College Information Technology:** Vacant
- **Curriculum:** Michelle Plug
  - The majority of courses due for their six-year review have been completed. Thank you for your work on that. Common Course Numbering Phase 2 contained about 18-20 courses which will be separated into two launch groups.
- **Educational Programs:** Lisa Villa
- **Emergency Classroom Preparedness:** Chris Styles
- **Enrollment Management:** Lisa Villa
- **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
- **Physical Resources:** John Fincher
- **Professional Learning:** Sarah Bosler
  - Thank you to those who presented and participated in Flex Day. Recorded sessions will be available on the Resource Center soon. If you have not, please complete the Flex Day survey.
  - Faculty will soon be assigned mandatory training by HR. Please complete these trainings by the deadline or notify HR if you have recently completed the trainings within the past year.
- **Program Review:** Dan Volonte
- **SEAP Committee:** La'Kisha Simpson
- **Student Learning Outcomes:** Dr. Cathrine Besancon
  - The new dialogue approach to SLOA, using Padlet, launched on Flex Day. There was a presentation and Q and A session. If anyone has questions, please contact Catie at [Cbesancon@citruscollege.edu](mailto:Cbesancon@citruscollege.edu)
- **Student Services:** TBD
- **Syllabus Workgroup:** Lisa Villa
- **Textbook and Instructional Materials Committee:** Elizabeth Cook

## OFFICERS' REPORTS

- President: Lisa Villa

- Revising the Faculty Handbook is a major goal. Some revisions include how to put together a syllabus, required elements according to Title V, etc. Please contact Lisa if you are interested in working on this.
- Starting the AI workgroup is another priority. Last semester an AI workgroup was created specifically for providing faculty optional syllabus language regarding AI. This AI workgroup will focus on issues that faculty currently face and could potentially face in the future. If you are interested, please let Lisa know.
- Vice President: Renee Liskey
  - Renee drew attention to an incident that occurred. A generator was placed outside of the theatre stage door. The stage manager called Campus Safety to see if they could move it, but Campus Safety did not allow them to move it. This was escalated to one of the theatre professors who involved the Visual and Performing Arts Dean. He was able to call Facilities who instructed Campus Safety to move the generator.
- Past President: Jim Woolum
- Secretary: Roberto Loya
- Treasurer: Priscilla Englert
  - Non-citrus employees were allowed to work in Auto offices without the notification of faculty. The dean was also not aware of this work.
- CCFA Liaison: Greg Lipp
- CTE Liaison: Vacant until May 2025
- Curriculum Chair: Michelle Plug
- ASCC: Hamza El Lahib; Jonathan Johnson

## Action Items

- AP 3720 Acceptable Computer and Network Use – Approved
  - Ann, first and Andrew, second.
- AP 3723 Electronic Mail and Bulk Electronic Distribution – Approved
  - Gregg, first and Ann, second.

## Discussion

AI Conference — Darren Hall and Tommy Reyes

- This conference took place in San Diego and focused on AI and community colleges. There were four main tracks that represented feelings towards AI.
- Risk adverse, solution seekers, cautiously optimistic, and thrill seekers.
- CSU has made their own branded version of ChatGPT available to their campus community, including students.
- Other educational tools, such as Canvas, are also incorporating AI.

Calendar Update — Gerhard Peters

- The Academic Calendar is being brought to Senate for reapproval with the Cesar Chavez Day added in.

- There is some discussion about incorporating a Thanksgiving week break. Before this can move forward, faculty must be surveyed to examine whether this is of interest. There are pros and cons to making the week of Thanksgiving off.
  - Pro- many students miss classes due to familial obligation.
  - Cons- this greatly affects Monday/Tuesday classes and Wednesday/Thursday classes, and therefore the time must be made up elsewhere.

Student access to Canvas classes following the end of a term—Becky Rudd – Tabled due to time.

## **Announcements**

There were no 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.*