

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

**Wednesday, March 12, 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: 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; La Quirshia Fennell
- **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:** Rami El Oweini; Vacant
- **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.*

**CALL TO ORDER**

Lisa Villa – Set Agenda

**MINUTES APPROVAL from 02/26/25**

## SUPERINTENDENT/PRESIDENT REPORT

- As of Wednesday, March 5, our spring semester unduplicated headcount enrollment is at 10,828 students.
- Our faculty and staff continue to work together to identify and remove any phantom students from class rosters, to ensure that our authentic students have access to the classes they need to successfully complete their academic goals. The topic of phantom students continues to be a challenge at all community colleges throughout the state and our State Chancellor's Office is working to find effective ways to support our colleges in this area.
- I was invited to throw out a ceremonial first pitch at our women's softball game on February 20, following our annual Scholar-Baller celebration where we recognized a record 169 scholar athletes for their academic excellence.
- On March 4, I was invited to throw out a ceremonial first pitch at our men's baseball team's conference opener against Bakersfield College.
- Thank you to all faculty and staff who provided input via a campus wide survey related to our EFMP Update, as well as our branding project (a separate survey).
- As a reminder, Citrus College and the Citrus College Foundation invite you to attend the 110th Anniversary Gala on Saturday, March 22 at 6 p.m. Foundation Director, Chris Garcia recently sent an email to all faculty and staff that includes important details and instructions on how to purchase a ticket. Please join us for this special celebration!

## 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.*

- Faculty should have received an email soliciting members for the Contract Committee. This is not the same as the bargaining or negotiation team. It simply means you are willing to give voice to areas of improvement. This committee will work to identify bargaining priorities. This committee plans to survey the full-time faculty before making a proposal to the district.

## 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 Accreditation team continues to work on the midterm and annual report.
- **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
- **General Education Workgroup:** Michelle Plug
- **Guided Pathways:** Elisabeth Ritacca
- **Honors Program Advisory Council:** Dr. Jennifer Miller-Thayer
  - CR Honors Conference in spring:
    - It will be held at UCR this year on Saturday, April 5, 2025.
    - We have 11 students presenting (7 papers and 3 posters) and 7 student moderators/volunteers participating in this one-day conference at UCR
  - **HTP, AGS and PTK Spring reception:**
    - Save the date – will be on **Thursday, May 29, 2025, from 3:00-6:00 pm in the Campus Center (East Wing?)**. (It may not run to 6 pm – this is our first reception with AGS and PTK, so we weren't sure how much additional time we may need).
    - 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):
  - **Spring 2025 meeting dates (Hybrid – in person in TC 123 and on Zoom) (third Wednesday of each month):**
    - March 19, 2025, 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](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.
- **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
  - Veterans Ally Training Thurs 3/14 at 1pm in the Campus Center - Register on the Vision Resource Center

- Technology Fridays (2nd and 4th Fridays) March 14 - Harnessing the Power of AI for Workplace Efficiency - Presenter - Jennifer Bielman
  - Discover how Artificial Intelligence can revolutionize your productivity in this dynamic session. Explore the practical applications of Generative AI and ChatGPT for everyday work tasks, witnessing its capabilities firsthand through live demonstrations and sample prompts. By the end, you'll walk away with valuable insights and a convenient ChatGPT cheat sheet to supercharge your workflow.
- **March 28 - Remote Work Tools** - Presenter - Dr. Eric Calderon, Chief Information Services Officer
  - Join us for an informative session on the essential tools that can enhance productivity and collaboration for remote employees. Having the right digital resources is key to staying connected and efficient. This session will cover the fundamental tools available to support seamless remote operations, including accessing your desktop remotely, Microsoft 365 tools, and best practices for remote work.
- One Book One College Book Discussion Group begins Thurs March 20 - Creative Mindset: mastering the six skills that empower innovation available as an ebook and print.[https://caccl-citrus.primo.exlibrisgroup.com/permalink/01CACCL\\_CITRUS/ja96gj/alma991001561329705351](https://caccl-citrus.primo.exlibrisgroup.com/permalink/01CACCL_CITRUS/ja96gj/alma991001561329705351)
- **Program Review:** Dan Volonte
  - Please reach out to Dan if you find missing information on your program review templates.
- **SEAP Committee:** La'Kisha Simpson
- **Student Learning Outcomes:** Dr. Cathrine Besancon
  - Please continue to work on PADLET, and please reach out with any questions or concerns.
- **Student Services:** TBD
- **Syllabus Workgroup:** Lisa Villa
- **Textbook and Instructional Materials Committee:** Elizabeth Cook
  - If you are interested in joining the Textbook and Instructional Materials Committee, please contact Elizabeth Cook. This committee meets once a month, the second Friday, from 2:00PM-3:00PM on Zoom.

## OFFICERS' REPORTS

- President: Lisa Villa
  - The two work groups mentioned in my previous report have been successfully formed: one for the revision of our Faculty Handbook (with 9 volunteers) and the other for AI guidance (15 volunteers). Both workgroups will conduct their first meetings next week. I am encouraged by the interest and eager to get started on this work!
  - Because it has been challenging to find consensus on meeting dates/times and we won't always have all members present, I invite folks to attend/sit in if interested and available. Additionally, I plan to record all meetings if anyone is interested in viewing the progress you need only reach out and let me know. I

would also love to have any interested student reps involved...particularly with the AI conversations

- Vice President: Renee Liskey
  - There are two spots for faculty on the College Public Safety Advisory Committee, a subcommittee of Physical Resources and Safety Committee. This committee meets once per term, with the meeting for this spring being sometime in May. This is an advisory group that promotes effective communication and collaboration between campus, constituent groups, the department of Campus safety and the college community. It serves to promote effective and responsive public safety services that reflect the college's mission vision and values. The purpose is to provide a forum to exchange safety and security, related ideas and discuss community safety issues, impacting the citrus college community. As such, the committee will provide updates to the Physical Resources and Safety Committee, including any recommendations regarding safety and security matters.
- Past President: Jim Woolum
- Secretary: Roberto Loya
- Treasurer: Priscilla Englert
- CCFA Liaison: Greg Lipp
  - The union can use volunteers from all disciplines. They meet the third Wednesday of each month and will soon announce vacancies for office positions.
- CTE Liaison: Spencer Boldt
- Curriculum Chair: Michelle Plug
  - The meetings for this spring are March 20<sup>th</sup>, April 24<sup>th</sup>, and May 29<sup>th</sup>. If your course is up for the six year review, please begin the Curriculum Review process. There is only about 15 courses that still need to be started.
  - Common Course Phase 2 will be split into an A and B sections. Templates will be available late May, and faculty reconvening will begin in June regarding Phase 3.
  - There have been changes for Title Five, such as the need to document the accommodation and engaging diverse student bodies, advancing equitable student outcomes and promoting inclusion of all students.
  - ADT changes- Elementary Teacher Education will most likely have 2.0 version where the math will be optional, as math is not currently CalGETC approved. Math and Physics will likely be updated as well.
- ASCC: Hamza El Lahib; Jonathan Johnson

## Action Items

## Discussion

Student access to Canvas classes following the end of a term—Becky Rudd

The team discussed the possibility of extending the availability of Canvas classes beyond the current one-week period after the end of a term. They considered the potential benefits for students, such as access to materials for future classes. The team also discussed the importance of communicating any changes to faculty and students, with a suggestion to send

out information through the Deans. The team did not reach a final decision on the proposed changes, but agreed to gather more feedback from students and faculty before making a decision.

The group discussed the need for faculty to be trained on how to adjust the availability dates of their courses, and Canvas features in general. This could possibly serve as a Flex Day breakout session. There were concerns raised about faculty preparedness for teaching online, which led to discussions about new standards for online education and the need for more staff for online classes.

## **Announcements**

- The Emerging Theatre Technology Open House is March 12<sup>th</sup>, from 6:30PM-8:30PM, beginning in the Campus Center.
- The Automotive Open House is March 19<sup>th</sup> from 6:30PM-8:30PM, beginning in Hayden Hall 101.
- The Architecture Open House is April 11<sup>th</sup> from 6:30PM-8:30PM, beginning in Hayden Hall 101.

## **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.*