

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

Wednesday, September 10th, 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: Dawn Brewster
- Curriculum Chair: Michelle Plug

SENATORS

- **ASCC:** Victoria Mucha; Jason Avendano
- **At-Large:** Jennifer Miller-Thayer; Ann Everett, Anthony Giammalva (spring, 2026)
- **Business and Accounting:** Vacant
- **Career and Technical Education:** Alexis Dea; Dave Brown
- **CCAFF:** Bill Zeman; Lakhysa Greene/Katherine Culliver-Carter
- **Counseling:** Raul Sanchez; Michelle Hernandez
- **Health Sciences:** Sonia Kibbe
- **Kinesiology:** Andrew Wheeler
- **Language Arts:** Nichole Ary; 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:** Senya Lubisich; 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

PRESENT: Lisa Villa, Renee Liskey (Zoom), Jim Woolum, Roberto Loya, Priscilla Englert, Dawn Brester, Michelle Plug (Zoom), Greg Lipp, Andrew Wheeler, Alexis Dea, Ann Everett, Arnold Kondo, Becky Rudd, Catie Besancon, Claudia Ramirez, Dan Volonte, Dania Rosales, Fernandez, Dave Brown, Denise Kaisler, Elizabeth Cook, Jennifer Miller-Thayer, Lakysa Greene, Michelle Hernandez, Nichole Ary, Raul Sanchez, Sarah Bosler, Senya Lubisich, Sonia Kibbe, Jason Avendano

GUESTS: Peter Zavala Rodriguez, Matt Reuterer, Elisabeth Ritacca, Adiranna Hernandez, Lisa McPheron, Greg Schulz, Gerhard Peters

ABSENT: Bill Zeman, Christine Styles, Marius Beltran, Victoria Mucha

CALL TO ORDER 2:46p.m.

LV began by asking those present to introduce themselves.

LV Set Agenda – moved announcements up in the meeting order for today

SUPERINTENDENT/PRESIDENT REPORT

Unduplicated student headcount was 10,476, slightly higher than the previous year, while full-time equivalent students (FTES) were down by 91 compared to the previous year.

He announced that the college is working on developing a new 5-year strategic plan for 2026-2031.

The Senate discussed concerns about the use of Hayden Hall for the Automotive Technology Program's open house, with Dr. Schulz agreeing to clarify acceptable uses of the space.

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.

Dave Brown requested clarification on appropriate use of Hayden Hall (using an example of holding AUTO open houses there in recent years).

ACTION ITEMS

BP 3415, Greg Lipp motioned, Anne Everett seconded—PASS

BP 3500, Greg Lipp motioned, Anne Everett seconded—PASS

BP 3505, Greg Lipp motioned, Anne Everett seconded—PASS

BP 3515, Greg Lipp motioned, Anne Everett seconded—PASS

AP 3415, Greg Lipp motioned, Anne Everett seconded—PASS

note, though this item passed, there was a follow up question the Senate council hopes to get clarification on, that is, what is the “training” referring to in this AP? There was no recollection of a training for this topic other than faculty receiving a “card” to refer to.

AP 3500, Greg Lipp motioned, Anne Everett seconded— discussion, Dave Brown motioned to table (pending response from previous meeting’s feedback), Andrew Wheeler seconded- -TABLED

AP 3505, Greg Lipp motioned, Anne Everett seconded— discussion, Dave Brown motioned to table (pending response from previous meeting’s feedback), Andrew Wheeler seconded- -TABLED

AP 3515, Greg Lipp motioned, Anne Everett seconded—PASS

AP 3516, Greg Lipp motioned, Anne Everett seconded— discussion, Dave Brown motioned to table (pending response from previous meeting’s feedback), Andrew Wheeler seconded request additional information: 1) unclear where registered sex offender information is accessible...only within the “city” for which they reside or also

for the higher institution for where they attend? Two sets of wording in the AP seem to conflict 2) Senate council felt strongly that our institution should be in the know especially given we that we have minors on campus...and if the registered offender has a restraining order to this effect--TABLED

AP 3520, Greg Lipp motioned, Anne Everett seconded—discussion, questions raised about inconsistent protocol on AP to contact Campus Safety vs 911...suggestions made to look into a phone system that allows emergency responders to hone in on the exact location from which the call is made (if having to use a campus phone as noted in AP) Dave Brown motioned to table (pending response from previous meeting's feedback as well), Andrew Wheeler seconded--TABLED

AP 3530, Greg Lipp motioned, Anne Everett seconded—PASS

BP3520, Greg Lipp motioned, Anne Everett seconded—PASS

BP 3530, Greg Lipp motioned, Anne Everett seconded—PASS

NEW BUSINESS

Dr. Maryann Tolano-Leveque, changes being made to Student Conduct AP and processes, including events that precipitated these changes. The “Katie Meyer Law”.

COMMITTEE REPORTS

(please send in written reports)

All committee are welcome to report. Please send any committee reports to Morgan Jakobcic (mjakobcic@citruscollege.edu) and CC Lisa Villa (lvilla@citruscollege.edu) by the Monday following the Senate meeting.

Curriculum: Michelle Plug

Curriculum Update & Handout September 10, 2025

Phase II: Common Course Numbering (CCN)

- Phase IIA: Submission Deadline
- All CCN courses should be submitted by the October 30, 2025 curriculum deadline.
- Alignment with CCN Templates

- It is essential to ensure that catalog text, prerequisites, and course numbering are consistent with the established CCN templates. This alignment will help maintain clarity and uniformity across the curriculum.

Phase IIB: Future Submission Timeline

- The target for the second submission phase (Phase IIB) is Fall 2025. However, all courses must be submitted no later than Spring 2026 to remain on schedule with the curriculum update process.

ADT Revisions (2025–26)

- Mathematics
 - The Mathematics Associate Degree for Transfer (ADT) will be revised to ensure alignment with University of California (UC) requirements.
- Physics
 - The Physics ADT will be updated to remain in alignment with the current Transfer Model Curriculum (TMC) and Cal-GETC standards, as well as UC requirements.
- Elementary Teacher Education
 - Revisions for Elementary Teacher Education will focus on aligning the degree with the latest TMC and Cal-GETC guidelines.

Six-Year Review

- The curriculum will continue to follow the established six-year review cycle to maintain program quality and relevance.

Title 5: Equity & Inclusion in Course Outlines of Record (CORs)

- Inclusive Approaches in CORs
 - Course Outlines of Record must include representative descriptions of the approaches faculty may use to accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students.
- Curriculum Committee Procedures
 - Curriculum Committees are required to have a documented procedure ensuring that all CORs describe strategies that accommodate and engage diverse students, advance equity, and foster inclusion.
- Universal Design for Learning
 - Individuals with disabilities must be able to participate equally in learning. To support this, course outlines should reflect Universal Design for Learning strategies, which include offering multiple means of representation, engagement, and expression to address learner variability and diversity

1. Curriculum Committee Updates and Deadlines Meeting Schedule (attachment with tables)

2.6 year/course currency report

Online Education: Senya Lubisich

09/10/2025

CITC

- Banner update this weekend

OE

- Our first committee meeting will be held on 9/22 at 2:40 in CI-137 or via zoom.
- Zoom Recordings – An IMPACT message has been running to alert faculty to the deletion of all zoom recordings made prior to July 1, 2024. Any recordings that faculty wish to save should be downloaded from zoom and stored in another platform – Canvas Studio or YouTube.
- YouTube Integration – Starting September 22, videos linked or embedded from YouTube will show ads. Instructors should import their YouTube videos into Studio or use the menu tool to scan and convert existing YouTube content in their courses.
- Instructional Designer - Dr. Monica Jackson joined our OE team in July and is available for 1:1 meetings and assistance in course design and accessibility.
- RSI – Regular and Substantive Interaction should have been introduced at your Division Meeting during Convocation. This is a federal requirement with which we will need to demonstrate compliance. Please watch for more information as we develop our plan to bring all our online courses to the point of compliance that is required for Accreditation.
 - Ask yourself: Do I have more than weekly announcements – are the announcements responsive to the content/course?
 - Am I participating in the course discussion boards?
 - Am I providing individualized grading feedback and using rubrics?
 - Am I providing instruction that is responsive to students' individual needs.

PROGRAM REVIEW + SLOA: Catie Besancon

Program Review

- FNIC request are due October 11. Annual Updates should be turned into your Dean or director by October 31. First consideration resource request are due by October 31. Final date for resource requests is February 28, 2026. Form for

resource requests can be found and filled out on the portal (my.citruscollege.edu).

SLOA Report

- The Program Review and SLOA Committee met on Friday, September 5. During the meeting, the committee looked over the SLOA Padlet template for 2025-2026. SLOA Padlets for 2024-2025 academic year will be frozen after September 14. The 2025-2026 SLOA Padlets will be available starting in late September and will remain open through Convocation 2026. For 2025-2026 academic year, instructional programs will focus on SLOs with competency areas of Communication and Computation. If a course does not have an SLO that falls under these competency, they can pick an SLO that they did not review last year.

Professional Learning: Anna Villeneuve

- Please encourage people to register when the email comes out for the Tech Friday on Sept 26. Our new Online Education Instructional Design & Accessibility Specialist, Dr. Monica Jackson will be running our first session of the term.

ANNOUNCEMENT

Sarah Bosler: Library

TeCs will be moving into the 2nd floor of the library this fall. Installation of offices and furniture is occurring the week of Sept. 22. Due to the disruption that this will cause, it has been decided to close the library to students during that week. TeCs staff will begin to move in after offices are set up that week.

Library services and select resources will be available the week of Sept. 22-26 in the Learning Center ED 114E. Mon-Thurs (hours TBD) you will find a librarian who can assist students in getting access to in-person research help from a librarian and course reserve textbooks. Printing is still available in the Campus Center and Math buildings. Photo IDs will be available in SS 103. A librarian will continue to be available via chat and text during business hours.

We are partnering with local public libraries like APU and Glendora (Azusa is under construction) to ensure study places, parking and computers are available for those who want to visit. Faculty seeking library instruction that week should be scheduled via our website for an online session for asynchronous or synchronous classes.

Contact Sarah Bosler if you have any questions about this closure.

ADJOURNMENT

For physical reference to these agenda items, please contact Morgan Jakobcic (mjakobcic@citruscollege.edu) and it will be emailed as an 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.