

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

Wednesday, October 8th, 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:** Becky Rudd; Nichole Ary
- **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, Jim Woolum, Roberto Loya, Priscilla Englert, Michelle Plug (Zoom), Greg Lipp, Andrew Wheeler (Zoom), Alexis Dea, Ann Everett, Arnold Kondo, Becky Rudd, Catie Besancon (Zoom), Christine Styles, Claudia Ramirez, Dasia Rosales Fernandez, Dave Brown, Denise Kaisler, Elizabeth Cook, Jennifer Miller-Thayer (Zoom), Marius Beltran, Michelle Hernandez, Nichole Ary (Zoom), Sarah Bosler, Senya Lubisich, Victoria Mucha (Zoom), Jason Avendano, Gerhard Peters, Tommy Reyes, Miguel Soriano, Darren Hall

GUEST: Greg Schulz

ABSENT: Dawn Brewster, Bill Zeman, Dan Volante, Lakhysa Greene, Matthew Parsons, Mercedes Belica, Raul Sanchez, Sonia Kibbe

CALL TO ORDER: 2:44PM

Lisa Villa – Set Agenda – LV brought up announcement to be shared after Public Forum

MINUTES APPROVAL from 09/24/2025 -- Approved – motioned Greg Lipp, seconded Renee Liskey

SUPERINTENDENT/PRESIDENT REPORT

Please consider participating in Citrus College's Outstanding Colleagues Nominations; email just went out.

We would like to thank our Dream Resource Coordinator, Yridia Ayvar Aceves. It is Undocumented Student Success Month, and our center is offering a number of activities for students, but some are open to faculty and staff as well.

Dual Enrollment (DE), for our last academic year our enrollment was 9,624 students, and 706 FTES (full-time equivalent students) were DE, which is 7.3% of our students. Working with Dr. Hester and the Director of Dual Enrollment, Marivel Sanchez-Ortiz, and a number of faculty to go through the data and review it together.

The next Academic Senate meeting is on October 29th, Dr. Schulz will be attending a regional workshop related to Vision 2030 from the Chancellor's office with some other colleagues.

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.

Greg Lipp - Shared that the new CTE building is going in the last Academic Senate meeting, but it will be taking away existing parking spaces. Additionally, while we are expanding our programs, they begin taking up more space; it will be taking away from other already established programs. Concerned about, as we add and grow as a campus, there should be a process or method of addressing the space we have on campus.

Announcements

Priscilla Englert - The Automotive Department has been recertified by the Automotive Service Excellent Education Foundation, which is a certificate of accreditation sighted by the ASC president. Thanks to the leadership: Greg Lipp, Dave Brown, Spencer Boldt, Marino Rubio, and Matt Ruler.

Roberto Loya - Construction Management program is in the final stages of the accreditation process, 3-year effort. The visiting team will be here on Oct 26th-28th. Thanks to all the staff, faculty, counselors, and administration.

Catie Besancon - FNIC is due Friday, October 10th. Please get your requests if you want to add any full-time faculty. Annual Program review and first priority resource requests are due on October 31st. You will find the link for the resources request in the blank document that you should have gotten from your deans. If you haven't got the document for the Program Review, please contact your deans. And they can also provide you with your review from last year to copy and paste your goals. For SLOA, we are waiting on some faculty to get things in; the Padlet's are not yet frozen. The new ones should be up in mid-October, and Catie will announce that in Senate.

Tommy Reyes - The Architecture and Engineering students went to a competition and tied for 1st place with USC and UCLA.

Jason Avendano - Spooky Fest, Wednesday, October 22nd, 12:30pm-2:30pm

Action Items

Motioned Ann Everett, seconded Gregg Lipp

Update PURPOSE STATEMENT

Standing Items: These are cyclical/annual items that are a constant part of our work as faculty. Our input is an integral piece of their overall success in the college's work to better serve students either in partnership with others at the campus table or as leaders initiating discussion, movement, or a collaborative solution.

1. Review, advise, and refine board policies and administrative procedures that fall under the purview of "10+1" matters as defined by the California Statewide Academic Senate.
2. Update faculty regularly on statewide initiatives **impacting 10+1 areas of faculty purview** ~~such as the Online Education Initiative (OEI), Common Assessment Initiative (CAI), Institutional Effectiveness Partnership Initiative (IEPI), and Educational Planning Initiative (EPI).~~
3. Participate in ongoing accreditation-related activities, such as the next accreditation report. ??
4. Promote faculty engagement through targeted outreach to new and tenured faculty in order to improve communication, cohesion, and participation. ?
5. Encourage faculty to serve on statewide initiative committees and subcommittees. ? **and encourage faculty to serve on local and statewide initiative committees and subcommittees. (Combine 4 and 5, and simplify language)**
6. Orient faculty on the rituals and protocols of **the Academic Senate** and the Brown Act.

Shared Governance Items: These items are specific to current issues affecting the integrity of any "10+1" item. Some of these items may be emerging issues in response to state or local decisions that impact the campus and our work with students, staff, or administrators. ~~It is important that these items be differentiated from those listed above as they must have a clear goal, plan, and end date/solution. Items can come from any member of the campus community but must meet "10+1" areas.~~ **(redundant)**

1. Active engagement in the Citrus College's Annual Implementation Plan (AIP) to support the college's Strategic Plan ~~(2021-2026)~~.
2. Active engagement activities in support of the Guided Pathways planning and development.

3. Active engagement in the Diversity, Equity, Inclusion and Accessibility + Committee (DEIA+) to support the anti-racism/no-hate education resolution passed by the Academic Senate.
4. Form Academic Senate Workgroups in order to respond to current needs and emerging trends.
 - a. Faculty Handbook Revision Workgroup Re-creation of the faculty handbook.
 - b. Academic Senate AI Workgroup

Academic Senate Items: These items are specific to current issues affecting faculty morale and efficacy. Our work in this area is intended to make the faculty stronger as a whole. These activities may include professional development, but are more closely linked with improving the well-being, agency, and effectiveness of faculty in their day to day lives as members of this community. (redundant?) (list items below under “shared governance items” instead?)

1. Academic Senate Faculty Handbook Revision Workgroup Re-creation of the faculty handbook.
2. Academic Senate AI Workgroup

New Business

Edit to Bylaws/Constitution regarding FNIC committee faculty

From the Academic Senate Constitution and Bylaws:

FNIC (Faculty Needs and Identification Committee): The FNIC Committee will establish priorities as to the order in which full-time faculty positions should be filled. They will also monitor the hiring process for each position the district opens to ensure that all procedures are followed. Traditionally, three faculty representatives serve on this committee including the President, Vice President/President Elect and either the Past President or Chair of Faculty Hiring Procedures.

Rewrite: “A minimum of three faculty representatives are appointed to FNIC committee by the Academic Senate President with the approval of the Academic Senate Executive Board. It is the intent that both CTE (Career Technical Education) and academic areas be represented on this committee.”

AP 7201 SECTION 1:

Identifying Full-Time Faculty Positions

The Faculty Needs Identification Committee (FNIC) shall be composed of the Vice President of Academic Affairs, the Vice President of Student Services, one instructional administrator, and three faculty members. The three faculty members are appointed by the Academic Senate President with approval of the Academic Senate Council. It is the intent that both vocational and academic areas be represented by faculty.

Old Business

- AP 3500 Campus Safety
- AP 3505 Emergency Response Plan
- AP 3516 Registered Sex Offender Information
- AP 3520 Local Law Enforcement

Information

AI Demo Tommy Reyes

Tommy Reyes (TR) created an AI Bot using Nectir. Input AP and BPs in and can ask it questions, and generate responses based on the information inputted to it.

This came out of the AI Workgroup with TR and Becky Rudd. He currently has it on his Canvas Shell. You do need to sign up on Nectir and connect it: “It is as easy as sharing a URL.”

Alexis Dea (AD) expanded the tool, as she and TR were experimenting with it to help onboard new hires. Also expanded on how this could be a good tool for the classroom, so students could ask the AI Bot high-impact questions about the course itself.

Greg Lipp asked if we could adopt this throughout the college as a whole. TR said that they are on the verge of putting this into Canvas

AD said that she clarified with the Nectir representative that this tool can be used on Canvas, and the rep. Told her that the CCC approved community colleges to use it in their Canvas shells.

Sarah Bosler (SB) asked if this Bot could analyze how the faculty has designed their courses and provide feedback (regular and substantive interactions). **TR** said that it can, if you feed it the information you want it to analyze. **Senya Lubisich (SL)** responded that all faculty could look at their own grade within Canvas, and it will give you a report under interactions. SL continues and says the Online Ed community has held off on turning on the AI insights because they want to properly vet them.

COMMITTEE REPORTS

(please send in written reports)

All committees 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.

Accreditation: Dr. Cathrine Besancon

On Friday, October 3rd, the ACCJC came and gave a training on our next ISER report, but we need to start working on it now, even though it is a few years out. They have also created subcommittees that will start writing each standard and gathering evidence. The goal is to start this fall, gather evidence in spring, and begin writing next fall. And then bringing it to the Senate and other campus committees in the spring of 2027.

The standard language no longer mentions equity and instead will be referred to as “all students”.

Curriculum: Michelle Plug

We are in Phase IIA of Common Course Numbering (CCN). There is Phase IIA and Phase IIB. We need Phase IIA done this semester to be submitted on time. We are hoping to have the CCN into Tech Review by October 30th.

We are also discussing SAAM (Standard Attendance Accounting Methods), which will affect certain areas more than others.

We got a message from the Chancellor’s Office; the Title 5 language has been chaptered; we have 180 days to respond.

We are hoping to create a committee to provide recommendations to curriculum committee in terms of how we can do this. Please let Michelle know if you are interested.

Course Program of Study (CPOS) affects all of and is directly related to financial aid. Basically, students will only be paid for courses that are listed on their programs of study. Therefore, we need to think about our degrees and if they reflect what our students need and do.

We have 6-year review. Michelle would like to thank the faculty for all the work they do in curriculum.

Honors Program Advisory Council: Dr. Jennifer Miller-Thayer

At-Large:

Reminder that I have an open pantry by my office at CI 247.

- Open to everyone who needs it.

- Have food and toiletries, and sometimes school supplies.
- If you want to contribute, please feel free to drop items off at the pantry or contact me if it is a larger donation and I need to keep it in my office.

HTP Report:

Recruitment

- We continued to receive applications throughout the summer, and we currently have 171 students in our program.

Online application update:

- **Our new application** link for students is on our HTP webpage.
- We have the new student application on our webpage now. When a student submits their application, it will auto generate an email to their recommender if they put the email in correctly. Please note that these sometimes go into the Junk/Spam folder, so if you know that a student is applying to the HTP, please look in that folder for the form.
- We have a new recommender-initiated application process that I will be rolling out this term at various meetings to teach faculty how to use them to start an application for a student by submitting their recommendation.
- We need faculty support in recruitment through your recommendations and encouraging students to apply, so please continue to do this 😊.
 - We also need application subcommittee members, so if you are interested in participating in this process, please email me or Erin Tate, our committee chairperson, for more information.

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.
- It is important to see me before you submit a class to prevent it being rolled back or delayed in the approval process.
- Additionally, not all classes are a good fit for the HTP curriculum, so it is best to reach out to me so that I can work with you and the counselors to make sure that we are adding courses that will meet the needs of our students.
- Remember to include the OE addendum if you want the option to teach it as a hybrid.
- We are also recruiting new faculty who are interested in teaching honors classes.

Meeting dates for Fall 2025:

We are going to try having our meetings on the first Wednesday of each month on Zoom 2:45-4:00 pm.

Fall 2025 (first Wednesday of each month):
Oct. 15, 2025

Nov. 19, 2025

Please email me, jmillerthayer@citruscollege.edu for the link if you are interested in attending and are not already on our contact list.

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.

OER Liaison: Elizabeth Cook

Combining the OER Liaison and the Textbook and Instructional Materials Committee and renaming – to get that on the agenda.

Registration begins on November 3rd. Please make sure your classes are marked correctly if they are ZTC or not.

January of 2026 we need policies in place on the Burden Free Materials.

Online Education: Senya Lubisich

CITC

- An overview of DegreeWorks was provided.
- Banner updates continue.
- The new roster makes it easier to extract student emails
- The new website launch will be happening soon

OE

- Our first committee meeting was held 9/22. Our next meeting will be on October 20.
- We have a training on Friday, October 24 at 9:00am with H5P that focuses creating interactive content inside of Canvas. The link for the meeting is as follows:
<https://meet.google.com/qqd-peqs-qqy>
- **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. She has been running IMPACT messages with a link to schedule a meeting with her.
- **New Accessibility Regulations** go into effect on April 24, 2026, that require that all content be fully accessible. This is a culture shift from reacting to accessibility needs to proactively ensuring all students have access to content, whether a need is disclosed or not. We are asking faculty to review their courses using PopeTech and to schedule a meeting with either me or Dr. Jackson to create a plan to bring course content into compliance.
- **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.

Professional Learning: Anna Villeneuve

- Nominations are still open for the Outstanding Colleague award. You can make multiple nominations of ANY employee of the college.
- Classified Leadership Academy is off to a great start. Initial feedback has been positive. The Equity Minded Teaching Institute has engaged faculty in some important discussions is moving to concrete topics like how to build an equitable syllabus
- Look for registration information for the Tech Friday/Online Ed workshop on H5P next week!
- Please be thinking about proposals for Flex Day. We will be launching this year's theme at the end of the month.
- If you have any trainings you want to plan this year, please let Professional Learning know, so we can track it in the Vision Resource Center. More information about the VRC forthcoming!

OFFICER'S REPORT

(please send in written reports)

Please send any officer's reports to Morgan Jakobcic (mjakobcic@citruscollege.edu) and CC Lisa Villa (lvilla@citruscollege.edu) by the Monday following the Senate meeting.

President: Lisa Villa

FNIC requests are due by Friday, October 10th.

Our next meeting is Wednesday, October 29th.

Area C meeting, which is a regional preview, on Friday, October 10th. The Fall Plenary Session is happening on November 6th-November 7th. If you have a question/strong opinion on how you want Lisa to vote, please reach out to her (email is best).

CCFA Liaison: Greg Lipp

You should have received an email for a survey on the upcoming negotiations. On Tuesdays at 4:15 pm, please show up to the Board meetings to let them know we care and we are listening.

ADJOURNMENT 3:54 p.m.

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