

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

Wednesday, October 29th, 2025

2:40p.m.-4:00p.m. CI 159

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.*

Present: Lisa Villa, Renee Liskey, Priscilla Englert, Greg Lipp, Alexis Dea, Arnold Kondo, Bucky Rudd, Catie Besancon, Dan Volonte, Dania Rosales Fernandez, Dave Brown, Denise Kaisler, Elizabeth Cook, Jennifer Miller-Thayer, Katherine Culleur-Carter (Zoom), Lakhysa Greene, Michelle Hernandez, Raul Sanchez, Sarah Bosler, Senya Lubisich, Sonia Kibbe, Victoria Mucha, Jason Avendano, Gerhard Peters, Tommy Reyes, Spencer Boldt, Henoch Perez, Darren Hall

Absent: Jim Woolum, Roberto Loya, Michelle Plug, Andrew Wheeler, Ann Everett, Bill Zeman, Christine Styles, Claudia Ramirez, Marius Beltran, Matthew Parsons, Mercedes Belica, Nichole Ary,

CALL TO ORDER: 2:40 PM

Lisa Villa – Set Agenda

MINUTES APPROVAL from 10/08/2025, Motioned Renee Liskey, Seconded Greg Lipp – APPROVED

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.

Elizabeth Cook – The library is compiling food baskets because of the end of SNAP benefits that began on Saturday, Nov. 1st. So, if you would like to contribute OR if you know of other places doing the same, please let Elizabeth know. The library would like to compile a list of resources for the students.

Action Items

Edit to Bylaws/Constitution regarding FNIC committee faculty – Motioned Dave Brown, Second Greg Lipp.

Motioned to table the item Dave Brown, seconded Greg Lipp

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.

Summary of discussion:

- Brown suggests changing the use of "vocational"; Villa spoke Dr. Hester and agreed with the update to the constitutional Bylaws, but she suggested there were some benefits to keeping the language of the members: president, vice president, and past president for consistency of votes. Villa suggests reverting the changes and add that it is the intention of the committee to have both CTE and academic areas represented.
- Catie Besancon adds that it might be best to add someone more independent of the group for representation. Villa responds by saying that putting someone in that role feeling "new" could be isolating; Besancon emphasizes that more faculty representation would be a good thing. Jennifer Miller-Thayer suggests not specifying the roles, so it can be opened up to others. Besancon suggests if it can be amended to keep those roles and additional roles when Senate deems it necessary. Villa notes that the idea of 3 managers and 3 faculty has been working; Besancon suggests that it is not because faculty don't think enough are being hired. Villa and Liskey bring up the focus of those meetings and the goals which center around urgency and need. There is a suggestion that having a faculty member from each division would provide sufficient faculty representation. Senya Lubisich thinks it is important that we are clear about composition of this, if we are going to amend it. Again, wrapping it back to faculty representation. Villa says that FNIC is really about ranking the positions, but Besancon counters with the fact that ranking can determine outcomes. Villa responds that that is a separate issue and addresses the

objectivity of the FNIC committee but does say she will bring this conversation forward to be considered. Villa suggests keeping what was originally proposed in the Bylaw revision.

- Gregg Lipp asks if it is possible to have an open forum for the FNIC committee. Villa says she can bring that up. Besancon asks for clarification. If faculty cannot advocate there for more representation, where should they? Gerhard Peters also adds that more support roles are being created instead of faculty roles, so making it 5 would be more representation. Denise Kaisler notes that many committees have every category of employee in these committees when they do not necessarily need to be there, and this will favor the administrators.
- Priscilla Englert - The representative encourages her fellow faculty to join FNIC, and that it does feel skewed towards administrators, and we want more representation.
- The group attempts to summarize they land on keeping the 3 roles (president, vice president, and past president), with an additional 2-3 faculty members from non-represented areas.

New Business

Desk Review

- BP 2015 Student Trustee/Student Trustee Elect (notes)
 - Comments: [BP 2015 Student Trustee_Desk Review \(1\) edited.docx](#)
- AP 2015 Student Trustee/Student Trustee Elect (notes)
 - Comments: https://studentcitruscollege-my.sharepoint.com/:w:/g/personal/mjakobcic_citruscollege_edu/EXKDG-xDSmdAugiGA_kYB7UBvPW248TkUjR04jBAZDYT5w?e=sBjRHq
- BP 2105 Election of the Student Trustee
 - No notes
- AP 2105 Election of the Student Trustee
 - No notes
- BP 3540 Sexual and Other Assaults
 - In the AP, District property is described in detail. What does 'another location' refer to? Coming from my background, my interpretation is a nursing/EMT/dental clinical site. If that is the case, then the BP wording would need to be updated to reflect other locations where students are involved in educational practices.
 - So, to sum up, what does “another location” refer to? Is it appropriate to list specific possibilities such as: dual-enrollment, clinical sites, field trips, study abroad (not sure that one would apply), COOP-ED, any other groups (not Citrus College students) who use our facilities for various reasons, etc...
- BP 5052 Open Enrollment

- AP 5052 Open Enrollment
 - Comment: “this AP doesn’t address how a “W” impacts financial aid... is this addressed elsewhere or would this be an appropriate place to describe?”
Also, “when add codes are active”

Revised

- AP 3540 Sexual and Other Assaults
 - Just curious why in the first paragraph the language says: “Students, faculty, and staff who may be victims of sexual and other assaults. . .” and in the second paragraph it says “who are victims of sexual and other assaults . . .”
- AP 5017 Responding to Inquiries of Immigration Status, Citizenship, and National Origin Information
 - Grammar and Clarity:
 - Second paragraph, page 1:
 - Where any law contemplates submission of immigration status or citizenship status information to satisfy the requirements of a special program, the District shall not use that documentation or information for any other purpose beyond what ~~it~~ is legally required. decisions related to admissions or enrollment in courses or degree programs.
 - Third paragraph, page 1:
 - If the District learns of a student’s immigration status through its application process (including the student’s² personal statement or answers to personal insight questions)
 - Second paragraph, page 2:
 - . . . the District’s procedures and forms shall describe to the applicant, and **accommodate**, all alternatives specified in law and all alternatives authorized under this administrative procedure.
 - What is meant by “accommodate” here? Is it saying they will provide the forms or is it saying it will “accommodate” by accepting the alternatives?
- BP 5020 Nonresident Tuition
 - As far as I can tell, the main changes are mean to simplify the mention of "the capital outlay fee" to "these fees" in a couple instances after mentioning it in full the first time in paragraph 2.
 - Even when I download the document, I am still seeing words that appear to be merged that just need to be separated. Not sure if that is just my view or if others see these too:
 - para. 5 toremain, economichardship
 - para 6. theydemonstrate, departvoluntarily,
 - Para. 9 regardingcollection
- AP 5020 Nonresident Tuition
 - para. 1 unlessspecifically para. 2 toestablish, “the fee” should be changed to “these fees” to match with AP 5020 para. 3 “this fee” and “the fee” to

these fees para. 4 the “capital outlay fee” to “these fees” para. 5 have been, economic hardship, foreign country para. 6 State Code, and, thereof; registration, or after, Chancellor's Office para. 7 equivalent thereof, Chancellor's Office, 5013 Students, deported or

- All other edits look ok to me.
- AP 5031 Instructional Materials Fee
 - Overall, looks good. As we develop the Burden-Free Instructional Materials policy, we may consider adding a nod to that policy once it's established.
 - para. 4 Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials. Consider adding “and first-day access to zero-cost textbooks and supplementary materials” (language from the § 54221 Burden-Free Instructional Materials
- AP 5075 Course Adds and Drops
- AP 5460 Student Fundraising
 - Catie Besancon: “For 5460, it says the District reserves the right to not have them be simultaneous, how will this be determined? I.e. is this the dean or Student Life and Leadership Department or is this another layer of review by the District that is not discussed in the AP?”
 - Comment: “Would like to specify who the District is? Is it the dean of Student Affairs?”
- AP 5470 Sale/Distribution of Food Items
 - Notes: https://studentcitruscollege-my.sharepoint.com/:w:/g/personal/mjakobcic_citruscollege_edu/EYErLjFzSjNJtHJTWdrXgysBD8gvIkBomlgerYjRqQYK2A?e=ZrzfEF

Old Business

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

Discussion

Renaming/Combining OER Liaison and Textbook and Instructional Materials Committee to “Burden Free Instructional Materials and Sustainability” (BFIMS) - Elizabeth Cook, Sarah Bosler, and Darren Hall

- Elizabeth Cook - New regulations that have come through Title 5 (5422) “Burden-Free Access to Instructional Materials”. This new regulation “requires every community college district to adopt policies guaranteeing students to have access to required instructional materials, textbooks, supplies, and resources on the first day of class without financial or administrative barriers.” The policies need to be aligned and adopted by January 26th, 2026. It appears that there will be a template

of this policy supplied to the colleges/districts; it is unclear if the colleges will have editing/workshopping time with it. There will be a webinar on November 7th from the Chancellor's office about creating those policies.

- LV asked when faculty will need to have to implement this; Darren Hall said that the year 2030 was mentioned/expectation of this policy.
- Elizabeth Cook, Sara Bosler, and Darren Hall are going to revive/create a committee to address this, they will also be looking at OER, ZTC, and sustainability. But they would love participants to help join.
- Catie Besancon clarifies that she spoke with Dr. Hester and this does not require that faculty adopt and OER for there course, but that there are a sufficient number of books on reserve (electronic or physical) for students on the first day of class.
- A few questions and concerns are raised asking if the district has a budge with this, EC responds with the various ways other schools/colleges have handled this: controlled digital lending, buying textbooks photocopying chapters, OER, library lending (physical and digital). In the committee, they also want to focus on the overall picture of sustainability when it comes to instructional materials.
- Darren Hall also went into how our library does much of the purchasing of electronic materials through the consortium for libraries within the California Community Colleges

SLOA Presentation Catie Besancon

- Where to access the padlets: padlet.com/citruscollege
 - Log in with Microsoft credentials
- You will need to log into padlet and you can view your padlets from last year, but they will be “Frozen”, so you cannot make changes to it.
- You will find your 2025-2026 padlets. They are organized differently. The first padlet has the **overall instructions** and the two competency areas we are looking at this year are: Communication and Computation.
- If you do not know what your SLOs belong to, please use CourseLeaf (<https://my.citruscollege.edu/task/all/courseleaf-curriculum-management>). If there is an adjunct who doesn't have access, ask your dean.
- If for whatever reason, you do not have an SLO in either of these categories, please pick one you have not done recently. AND if you did a Communication one last year, please pick a different one. We want to make sure SLOs are covered in a regular pattern.
- The deans should have sent the directions out to all of their faculty.
- Remember, this is about learning and reflection on our courses, and sharing knowledge with each other.
- Professors can come together to talk about their courses; additionally, “Student Success and Retention Date” is meant to be a group activity.
- The idea is by the end of the semester they should have their classes on the Padlet. It can be one post with all of your classes or separate for each.

- CB also wants it noted that she understands that different departments have different needs, so if they want to change the structure of the way the padlets are to please reach out to her.
- CB says that adjuncts should be aware that they are required to complete these as well, but it is on the dean to make sure they are completing this.

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.

Honors Program Advisory Council: Dr. Jennifer Miller-Thayer

At-Large:

- **Ongoing 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:

- **New Committee Structures and Committee Format**
 - **News and Updates handout** to committee members to share important updates and information with all committee members whether they can attend the meetings or not.
 - **Subcommittees** are being formed to support the tasks needed for the HTP. Our committee chair will work with me to form the subcommittees, and she will provide oversight to ensure they are receiving the support they need to complete their tasks.
 - One will be the **application subcommittee** – they will review the applications and make recommendations on admittance to the HTP.
 - Another committee will be working on a **student handbook** for our program.
 - A third will be working on **community building events and social media presence** to strengthen our community among students, faculty, staff and alumni, including our partners and PTK and AGS honor societies.

HTCC update

- The **HTCC Spring Honors Conference** will be held at **UCR** on **Saturday, March 28, 2026**.
- We would like to see more deans and faculty attending, so that they can see the awesome work that our students put together for their presentations.
 - Please reach out to me if you are interested in attending.

- We cover the registration costs for you and parking has been free in the past.
- Students **must be in the HTP to present or volunteer** at the conference.
- STEM students who want to present must have completed their research at the Community College level (and not with a 4-year partner or professional mentor through programs such as Project RISE).
 - STEM students who want to present this type of research at a conference, should reach out to me about the Southern California Conference for Undergraduate Research (**SCCUR**) instead (see their webpage for more information: <https://www.sccur.org/>).
 - ♣ It is too late to present at this year's conference, but they could attend to see what it is like (we don't have funding for this, but we are working on having funding for conferences in future years).
- Students will need to **submit their abstracts and submission information** to me by **Dec. 1, 2025**.
 - We have several students **looking for mentors** in the fields of their research projects, so if you are interested in providing students with guidance through the research and presentation process, please let me know.
- We will have more information soon.

Ongoing reminders:

- **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 third Wednesday of each month** on Zoom 2:45-4:00 pm.

Fall 2025 (third Wednesday of each month):

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.

- **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: Senya Lubisich

- Our second committee meeting was held 10/20. Our next meeting will be on November 17.
- **Assistance with accurate captions** is available. Auto-generated captions that are not accurate are not compliant with accessibility requirements. However, we have access to captioning assistance through the DECT grant. Faculty who have videos that need captioning or light editing should contact either Senya or Monica Jackson.
- **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. Here is 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: Anne Villeneuve

- Nominations close for the Outstanding Colleague award November 7th. Please submit a nomination for anyone employed by the college.
- Both the Classified Leadership Academy and the Equity Minded Teaching Institute continue to engage employees in important conversation.
- We will be sending a call for proposals for Flex 2026.
- There is still an opportunity to take the Drug Safety and Overdose Prevention Training November 21st from 2-3pm. Registration is available from the calendar on the Vision Resource Center.

Textbook and Instructional Materials Committee: Elizabeth Cook (& Sarah Bosler)

Directly from Sarah Bosler's email:

Thanks for interviewing Elizabeth and I after Senate today. I just wanted to share the full text of the BFIM regulation.

<https://www.cccco.edu/-/media/CCCCO-Website/docs/regulatory-action/finalregtextburdenfreeaccess20250227a11y.pdf>

On a related note, Citrus College began offering Zero Textbook Cost (ZTC) degrees starting this fall. The ADT in History, Psychology and Sociology are available to complete by taking ZTC sections of required GE and major courses. There is a growing number of faculty who are getting on board with adopting or adapting Open Educational Resources in order to make their class materials free for students. More ZTC degrees and certificates will be launching fall 2026 and fall 2027. We encourage students to limit their course searches to filter by the ZTC attribute when searching for classes for winter and spring.

OFFICER'S REPORT

(please send in written reports)

President: Lisa Villa

- "Fall plenary hosted by ASCCC will be occurring next Thursday-Saturday (November 6 -8). We are sending three faculty including myself, VP of Senate, Renee Liskey, and Tommy Reyes. Our curriculum chair was also slated to attend, but unfortunately was side-tracked by jury duty obligations. I am serving as our delegate (voting occurs on 11/8). There is still an opportunity to weigh in on any of the resolutions on the table. Please use this link to access the resolutions packet <https://www.asccc.org/resolutions-process> and choose the third bullet/option down titled "for discussion between the dates of October 31, 2025 to November 7th, 2025) for the most recent versions.

Vice President: Renee Liskey

- "I had a rather long conversation in Leadership last week regarding the Parking AP. Student Services is pushing the AP through Steering even though Senate voted it down. They are not willing to put our language back in and insisting that their MOU is sufficient because they put the parking maps in the AP and all of our language does not concern the community. I asked the VP's how are we to know that the MOU will not be changed whenever campus safety deems it necessary and they really didn't give me an explanation. I asked, "Who will be guarding the guards?" and their answer was "We will." This answer does not give me any confidence in the situation.
- The AP appeared as a first read this past Monday at Steering and Dr. Schulz is not bringing it back until meeting after next, mostly because I think he knows that faculty should be made aware that Student Services is pushing this through even with a vote down from Senate. If you want your voice heard on this matter, you need to do it at Steering because it won't be coming back through Senate if enough people vote it through. Generally, Steering is supposed to meet every second and fourth Monday of the month, (which is what it says on the website), but in actuality they move meetings around to suit certain schedules. The next meeting is November 3rd, and they will not be discussing this as a second read on this AP, however, the meeting after that this AP will be discussed. If you want your voice heard on this issue, you MUST be at that Steering meeting. I will send an email out confirming when that meeting is actually happening."

Announcements

Priscilla Englert - Automotive Heavy-Duty Diesel technology will be on Thursday, November 6th from 6:30pm-9:30pm.

Denise Kaisler – AGS Fundraiser Sees Candies

Sarah Bosler – Attended the Dia de los Muertos Event at the campus center; it was a great event; I hope you all were able to stop by.

Renee Liskey – Spooktacular on Saturday, Nov. 1st and Sunday, Nov 2nd.

ADJOURNMENT: 4:12pm

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.