

Citrus College Community College District
1000 W. Foothill Blvd, Glendora, CA 91741

Academic Senate Council Minutes

Wednesday, November 12th, 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.*

Present: Lisa Villa, Renee Liskey, Jim Woolum, Roberto Loya (Zoom), Dawn Brewster, Gregg Lipp, Andrew Wheeler, Alexis Dea, Ann Everett, Arnold Kondo, Becky Rudd, Catie Besancon, Claudia Ramirez, Dania Rosales Fernandez, Dave Brown, Denise Kaisler, Elizabeth Cook, Jennifer Miller-Thayer, Katherine Culleur-Carter (Zoom), Marius Beltran, Nichole Ary (Zoom), Raul Sanchez, Sarah Bosler, Senya Lubisich (Zoom), Sonia Kibbe, Victoria Mucha, Tommy Reyes

Absent: Priscilla Englert, Michelle Plug, Bill Zeman, Christine Styles, Dan Volonte, Lakhysa Greene, Matthew Parsons, Mercedes Belica, Michelle Hernandez, Jason Avendano, Elisabeth Riacca, Gerhard Peters

CALL TO ORDER: 2:43PM

Vote to use Zoom Exception: Becky Rudd, Katherine Culleur-Carter, Nichole Ary, Roberto Loya, Senya Lubisich – Passed

Lisa Villa – Set Agenda

MINUTES APPROVAL from 10/29/2025 -- Motioned Denise Kaisler; Seconded Andrew Wheeler – Passed

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.

Catie Besancon

- When filling out the 6-year review, there is a section for course enrollment and wondering if we can have a conversation on the number of students in a class. Because 45 students along with essays, exams, etc., we should think about the connection to our students and a conversation among faculty about it. Also something to think about for the next bargaining.

Dave Brown

- They just did their program review and their resource requests from 2024 have gone unanswered, and unfulfilled. They have been resubmitted for 2025; can we get this on the agenda to have dialogue about it and the processes.

New Business

- BP 1200 Mission
 - First read, come back next time as an action item.
 - General comment: appreciate the change in language

Old Business

- Edit to Bylaws/Constitution regarding FNIC committee faculty
 - Comment by Caite Besancon, that she has spoken to other faculty members at other colleges, and they do FNIC very differently from Citrus. They have presentations, more people involved, and less administration. But some that ultimately have the faculty who are doing the voting.
- AP 3500 Campus Safety
- AP 3505 Emergency Response Plan
- AP 3516 Registered Sex Offender Information
- AP 3520 Local Law Enforcement

Desk Review- No Changes

- **BP 2015 Student Trustee/Student Trustee Elect -- Motioned Ann Everett; Seconded by Denise Kaisler – Passed**
- **AP 2015 Student Trustee/Student Trustee Elect -- Motioned Ann Everett; Seconded by Denise Kaisler – Passed**
- **BP 2105 Election of the Student Trustee-- Motioned Ann Everett; Seconded by Renee Liskey – Passed**
- **AP 2105 Election of the Student Trustee - -- Motioned Ann Everett; Seconded by Renee Liskey – Passed**
- BP 3540 Sexual and Other Assaults
- **BP 5052 Open Enrollment -- Motioned Ann Everett; Seconded by Gregg Lipp – Passed**
- AP 5052 Open Enrollment

Revised

- AP 3540 Sexual and Other Assaults
- **AP 5017 Responding to Inquiries of Immigration Status, Citizenship, and National Origin Information -- -- Motioned Ann Everett; Seconded by Gregg Lipp – Passed**
- BP 5020 Nonresident Tuition
- AP 5020 Nonresident Tuition
- **AP 5031 Instructional Materials Fee – Motioned Ann Everett, Seconded by Renee Liskey -- Tabled**
- AP 5075 Course Adds and Drops
- AP 5460 Student Fundraising
- **AP 5470 Sale/Distribution of Food Items -- Motioned Ann Everett; Seconded by Sonia Kibbe – Passed**

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

- We have formed leads for our next accreditation. The schedule is that the leads will have this semester to gather evidence. The 4 new groups have about 30 instead of the 80-100, so the work has reduced. We will be having training on Friday, November 21st.

AI Workgroup: Tommy Reyes and Becky Rudd

- Special thanks to Dr. Kim Orljan and Dr. Eric Calderon. They have been joining the Senate work groups (faculty handbook revision and AI respectively) whenever their schedules allow. I appreciate their respect for the process and faculty purview, while pitching in their support and acting as helpful resources within these tasks. It truly takes a village.

Faculty Handbook Revision: Lisa Villa

- Special thanks to Dr. Kim Orljan and Dr. Eric Calderon. They have been joining the Senate work groups (faculty handbook revision and AI respectively) whenever their schedules allow. I appreciate their respect for the process and faculty purview, while pitching in their support and acting as helpful resources within these tasks. It truly takes a village.

Faculty Needs Identification: Lisa Villa

- Twelve proposals were ranked. The top four positions will be forwarded to the Board of Trustees next week for consideration. These areas include (in order of ranking): ETHNIC STUDIES, SPEECH COMM, BARBERING, NURSING

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.

Online Education: Senya Lubisich

OE

- Our next meeting will be on November 17
- Level 2.0 Trainings: Amanda Konya will be facilitating a course for Creating Accessible Content in Canvas during the winter term. It is a 4-week facilitated course. Please use the linked form to sign up for the course! Spaces are limited.
- 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.

POCR Updates - Senate POCR Update: (**Nichole Ary**)

1. Stipend to put a course through POCR process and achieve alignment (getting badged) is now \$2500 (was \$5000 for first 20 courses).
 - a. The original \$5000 stipend was set to support us in meeting our goal of getting 20 classes badged/aligned through POCR. We now have 25+ courses currently going through the POCR process. If you have a course that is going through the POCR process, you will get the \$5000 stipend (all faculty receiving new stipend amount have been notified).
 - b. In addition, we now have the additional support of our Instructional Designer: Dr. Monica Jackson who is available to assist faculty with course design and accessibility.

2. A new CVC-OEI Rubric will be shared in Summer 2026 and implemented in Fall 2027.
 - a. The CVC presented a listening session on the expected upcoming CVC-OEI Rubric changes on October 20th.
 - b. The Rubric has not been revised since 2020 and needed changes will be added (such as an updated accessibility section, RSI, and equity language).
 - c. A pilot Rubric is being tested this semester it will be revised, and the final Rubric will be shared at OTC in June 2026
 - d. Training and POCR re-certification with newly revised Rubric will be available in Summer 2026 to assist with implementation and alignment in Fall 2027
3. CVC@ONE is offering Plug and Play Adoptable Courses · CVC@ONE provided a Webinar on October 23rd on Plug and Play .
 - a. Course Canvas shells are being created to help with faculty who want to quickly make a course POCR ready. Course basics are provided but faculty will need to personalize the course. · Faculty adopting a Plug and Play course will have a solid foundation for quickly getting their course student-ready before it's ready for immediate use in the online classroom! Each course is aligned with the CVC@ONE Course Design Rubric and can be badged through the faculty member's own Local POCR process.
 - b. Additionally, all Plug and Play courses are developed with Open Educational Resources (OER) - making them accessible to students and educators regardless of location or financial situation!
 - c. Plug and Play courses are meant for emergency situations and faculty new to teaching. Just a resource and 100% optional. Not for faculty who already have strong online courses.
 - d. The purpose of Plug and Play is to:
 - i. Reduce course preparation time for faculty
 - ii. Ensures high-quality, accessible online learning experiences for students
 - iii. Provide support for new faculty with little lead time to prepare course shells
 - iv. Maintain space for faculty personalization and customization
 - v. Courses that are badged/aligned using Plug and Play course will not be eligible for Citrus College \$2500 POCR stipend.
 - e. Which courses are available for adoption?
 - i. CVC@ONE is developing Plug and Play to follow the statewide Common Course Numbering (CCN) schedule. At this time, the following courses are either available or in development:
 1. COMM C1000: Introduction to Public Speaking
 2. ENGL C1000: Academic Reading and Writing
 3. ENGL C1001: Critical Thinking and Writing
 4. STAT C1000: Introduction to Statistics
 5. POLS C1000: American Government and Politics (in development)
 6. PSYC C1000: Introduction to Psychology (in development)

Program Review & Student Learning Outcomes: Dr. Cathrine Besancon

Program Review

- Program Review met on Friday, November 7th and went over the instructional review comprehensive; we will be making some more editorial review changes. We are working to make it easier to find options and link out to the things you will need to complete it. And instead shift the focus to big picture questions and reflections on our programs.
- One example is making sure courses are offered every year instead of every 2 years because, if a student fails that course, they will be obligated to stay for 3 years or more to make up for that course. CB also says this might a good argument for classes that are lowly-enrolled because if they are necessary for the major, we want student to be able to complete it in the 2 years of the degrees/pathways.
- We also want to make sure the programs are working with CPOS (Course Program of Study) and the changes that are going to be impacting programs because of financial aid.
- Additionally, if anyone has done the comprehensive recently and has any comments, please email Dan Volonte (DVolonte@citruscollege.edu)

SLOA

- It is live!
https://padlet.com/auth/login?referrer=https%3A%2F%2Fpadlet.com%2Fcitruscollege&school_library_id=350007
- We have to have buy-in because if not, we are going to have to use something else. The idea is that we will go over data during Flex Day 2026, so if your stuff can be in by then, we will have something to review. And by the end of spring you will what you need to Convocation.
- Additionally, the padlets can be modified to meet your needs, so if you want them modified please reach out to CB.

Textbook and Instructional Materials Committee: Elizabeth Cook & Sara Bosler

Here is [the recording](#) and PPT slides for the OER and Burden-Free Access to Instructional Materials Policy Development webinar on 11/7 for Senate minutes or other interested parties.

We probably need to decide if the college will be getting the bare minimum policies BP 5030 and AP 5031 approved for the January BOT agenda or if we will be drafting additional language that is college specific.

OFFICER'S REPORT

(please send in written reports)

President: Lisa Villa

- The district sent three faculty to ASCCC's fall plenary last week: Lisa Villa, Renee Liskey and Tommy Reyes. Break out, general sessions and resolutions addressed all of the legislation currently impacting CCCs (CCN, AI, Burden-Free Materials, and much more). LV mentioned some highlights to resolution voting.
- We need more faculty participating in shared governance.
 - Jennifer Miller Thayer: People need access, knowledge of the meetings, and when they are happening. Some type of calendar for people to access; also does faculty know how many committees they need to participate in?
 - CB says Deans need to be using the annual review of faculty as a means of accountability when it comes to faculty participating in committees. And we need department chairs.
 - Dave Brown clarifies that faculty have 10 hours of other service to the college a week (which includes the 5 hours of office hours).

Vice President: Renee Liskey

- Student Services are pushing through the parking even though we voted it down. Please come to steering show your presences/make it known to the committee. RL assumes it will be on the agenda for the last steering committee meeting (Meetings are held on the second and fourth Monday of each month at 2:45 p.m. in the Center for Innovation Community Room, CI 159). RL will send out an email to everyone once she sees it on the agenda.

Past President: Jim Woom

- Jim Woom and Ann Everett attending the Chancellor's 2030 meeting; Chancellor is trying to have a 25% growth enrollment with equity throughout the college programs.
- Thursday, November 13th is the committee of College Public Safety Committee, so will have a report for the next meeting.

Secretary: Roberto Loya

- Plans on looking into the CTE project, and bring some concerns to the Physical Resources Committee, and speak with Fred Diamond. If anyone has any concerns about the CTE building, please reach out to Roberto Loya (rloya@citruscollege.edu)

CCFA Liaison: Greg Lipp (& Denise Kaisler)

- Denise Kaisler – CCFA has a retreat planned for bylaws and standing rules revision, we also have a new organizing chair (Denise is leading it) and asking if anyone would like to join. It is an organizing committee and working to figure out what we want to organize around for the next semester. Additionally, there was nothing on the President's council meeting agenda.

- Greg Lipp – Reach out to faculty in your area to get more involved in CCFA. I am currently waiting for a response from the BOT. I encourage you to come speak at public forum at the next BOT meeting. It is important we have a working contract. Wants to bring up a conversation about lab hours and their pay rate.
 - Jennifer Miller Thayer: How to talk to the board?
 - GL there is a signup sheet and your name will be called; it operates like Public Forum in Senate.
- Dave Brown – We have submitted our proposal, but they have not provided one to us either. The next BOT is on Tuesday, November 18th, AD 109.

CTE Liaison: Dawn Brewster

- Responding to Catie Besancon; the Padlet for SLOA is very useful and encourages everyone to use and participate in it.
 - Note: If you didn't get directions from your dean, please reach out to Catie Besancon.

ADJOURNMENT: 3:51 PM

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.