

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

Wednesday, November 26th, 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: Renee Liskey, Priscilla Englert (Zoom), Alexis Dea, Arnold Kondo, Dan Volonte (Zoom), Dave Brown, Elizabeth Cook, Sara Bosler (Zoom), Senya Lubisich, Sonia Kibbe, Victoria Mucha, Henoah Perez (sub. for Jason Avendano), Elisabeth Rittacca (Zoom), Denise Kaisler (Zoom), Becky Rudd (Zoom), Anna Villeneuve (Zoom), Tommy Reyes, Darren Hall (Zoom), Claudia Ramirez (Zoom), Raul Sanchez (Zoom), Gerhard Peters

Absent: Lisa Villa, Jim Woolum, Roberto Loya, Dawn Brewster, Michelle Plug, Greg Lipp, Andrew Wheeler, Ann Everett, Bill Zeman, Catie Besancon, Christine Styles, Claudia Ramirez, Dania Rosales Fernandez, Jennifer Miller-Thayer, Katherine Culleur-Carter, Lakhysa Greene, Marius Beltran, Matthew Parsons, Mercedes Belica, Micheller Hernandez, Nichole Ary

CALL TO ORDER: 2:43PM

Renee Liskey – Set Agenda

MINUTES APPROVAL from 11/12/2025 -- Motioned Senya Lubisich, seconded by Sonia Kibbe – Passed; Abstention Henoah Perez

SUPERINTENDENT/PRESIDENT REPORT

Renee Liskey on behalf of Superintendent/President:

- On Tuesday, November 18th, the Student Equity Achievement SVA Plan approved by the BOT to be submitted to the California Community Colleges Chancellor's Office developed as a collaborative effort across academic instruction and student services. He would like to express his gratitude to all those involved.
- BOT authorized action to hire 4 full-time faculty positions for Fall 2026: Ethic Studies, Communications, Barbering, and Nursing
- Enrollment, as of November 20th:
 - Fall 2025: 3884 FTEs compared to 3951 from last year
 - Winter 2026: 725 compared to 702 from last year
 - Spring 2026: 1835 compared to 1766 from this time last year
- Wishes all of a happy and peaceful holiday

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.

Gerhard Peters

- Shoutout and appreciation for Michelle Plug and Senate Leaderships' help in organizing a CCFA social we will have following the Academic Senate meeting on December 10th. MP will be sending out the invite shortly.
- Additionally, a reminder to reach out to colleagues about getting involved in the organizing committee for the union, which Denise Kaisler has agreed to be the chair of. There is legwork to be done, please consider getting more involved.

Action Items

- **BP 1200 Mission - Motioned Sonia Kibbe, seconded by Tommy Reyes – Passed**

New Business

- AP 3727 Information and Communications Technology Accessibility

Old Business

- Edit to Bylaws/Constitution regarding FNIC committee faculty
- 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 3540 Sexual and Other Assaults
- AP 5052 Open Enrollment

Revised

- AP 3540 Sexual and Other Assaults
- BP 5020 Nonresident Tuition
- AP 5020 Nonresident Tuition
- AP 5031 Instructional Materials Fee
 - Henoah Perez wanted to note that students appreciated the way the library went out of their way to provide instructional material for students on zero cost textbooks.
 - Sarah Bosler responded that we tabled it and want to expand in the discussion for later on in the meeting.
- AP 5075 Course Adds and Drops
- AP 5460 Student Fundraising

Discussion

Policy language for Burden Free Materials (now renamed: "IMEC"/Instructional Materials Equity Committee) - Elizabeth Cook, Sarah Bosler, and Darren Hall

- Elizabeth Cook stated that this is some of the suggested language, and pulled some from Rio Hondo. They made some suggestions as a team, and this will be going into curriculum as well. Clarifies that we need something on the books to be in

compliance. And wanted to thank everyone who volunteered to be a part of the Instructional Materials Equity Committee

- Sarah Bosler adds that all they did was add the minimal language required that needs to be in by January.
- Tommy Reyes is asking when this will go into effect, not just language. Currently, no specified date but 2030 was suggested.
- Henoah Perez had a clarifying question on what student it will affect and what the budget was for this. EC and SB want to highlight that part of the project of this policy is to ensure that costs don't go to students, it is more about the logistics and management of have zero cost text options.

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.

Academic Calendar: Gerhard Peters

- Presenting next meeting, Dec. 10th.

Online Education: Senya Lubisich

OE

- Our monthly meeting was held on November 17. We looked at some AI features available in Harmonize and gave updates on accessibility and RSI
- We would like to bring a discussion to the Academic Senate about AI tools inside of Canvas.
- 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:

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 POOCR 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)

OFFICER'S REPORT

(please send in written reports)

President: Lisa Villa

- After connecting with both Dr. Hester and Dr. Schulz regarding the FNIC process, we will be moving forward with an ad hoc workgroup to research other possible options and see what would be a good model for us to implement. Catie Bescanson has volunteered to head off this workgroup if there is no one else interested in doing so. Please be on the lookout for a call to participate in this endeavor.
 - Clarifying questions from Henoah Perez about FNIC and what changes faculty is looking for.

Vice President: Renee Liskey

- The final steering committee of the year got cancelled. The next meeting will be February 24th. Renee will let everyone know when it appears on the agenda.

Announcements

Elizabeth Cook

- There will be de-stressing activities in the library next week.

Renee Liskey

- Holiday extravaganza show runs from Saturday, December 6th-Sunday December 14th.

Henoch Perez

- Commissioner of Public Relations, Jason Chan, had a successful run promoting the Honors Program. We are preparing a lot of content to promote on campus. We might be reaching out to you, and please let us know if there were any other programs you would like us to highlight.

ADJOURNMENT: 3:20 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.