

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

**Wednesday, December 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:** 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, Jim Woolum, Roberto Loya, Priscilla Englert, Dawn Brewster, Michelle Plug (Zoom), Greg Lipp, Andrew Wheeler, Alexis Dea, Ann Everett, Becky Rudd, Catie Besancon, Claudia Ramirez, Dania Rosales Fernandez, Dave Brown, Denise Kaisler, Elizabeth Cook, Jennifer Miller-Thayer, Michelle Hernandez, Nichole Ary, Senya Lubisch, Sonia Kibbe, Victoria Mucha (zoom), Jasen Avendano, Elisabeth Ritacca, Gerhard Peters, Tommy Reyes, Sarah Bosler, Anthony Giammalva

Absent: Renee Liskey, Arnold Kondo, Bill Zeman, Christine Styles, Dan Volonte, Katherine Culluer-Carter, Lakhysa Greene, Marius Beltran, Matthew Parsons, Mercedes Belica, Raul Sanchez

## **CALL TO ORDER: 2:41PM**

Lisa Villa – Set Agenda

**MINUTES APPROVAL from 11/26/2025 - Moved Ann Everett, 2<sup>nd</sup> Priscilla Englert**

**Abstained: Catie Besancon, Michelle Hernandez, Andrew Wheeler, Jason Avendano**

## **SUPERINTENDENT/PRESIDENT REPORT**

Dr. Shulz appreciates the opportunity to share his report. BOT meeting on 12/9/25 highlights: Board President for next year is Laura Bollinger, Dr. Anthony Contreras will be vice president, Clerk Secretary Dr. Wahbe, new director of Continuing Education Linda Ju-Ong, approved Executive Director of Human Resources Dr. John Albert.

Shout out to two senators: Marius Beltran and Renee Liskey for “Christmas Is”

Office Hours Thursday, January 22<sup>nd</sup>, 3pm

Thank you everyone for serving and leading in Academic Senate. Please know that we have open lines of communication. Have a happy 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.*

Jennifer Miller-Thayer – Reminder that I have open pantry in the CI building and thank you for those of you who have been donating. Non-perishable items please.

Pricilla Englert – I would like to encourage other to be part of the conversation of the grant and proposals. I encourage possible stakeholders such as the physical resources committee, counseling, financial aid, and anybody who would be a stakeholder to get involved. We would like to have more eyes and ears on this. We don't have the logistics for this right now, but would like to plant the seeds and get more people involved in the process. Terry Adams is the expert on this but wants to broaden the voices and knowledge in these spaces.

Dawn Brewster – Adding onto P.E.'s message, Terry is amazing and don't hesitate. Brought a concern to E-Board and was encouraged to share in Academic Senate. LOGOs magazine (Dec 2025 issues) with messaging of "Citrus Campus Culture" along with an image of someone smoking, vaping, and a beer on the table. I am concerned as we are a smoke free campus, and didn't know where to go with it. I understand the student's artistic expression; the issue is the "Citrus Campus Culture."

Gehard Peters – End of term socializing meeting 5 o'clock at Congregation

Catie Besancon - I think we as a committee need to bring FNIC and its composition and how we rank things to the Senate for consideration. I would like to bring that back during spring.

## **Action Items**

- AP 5031 Instructional Materials Fee
  - Moved to Old Business, LV was assured that we do not need to rush through this. And Curriculum Committee (12/11) needs to review it as well. Bring this back to action in Spring.

## **New Business**

- Academic Calendar 2027-2028 (Gerhard Peters)
  - We added Ceasar Chavez Day. Want to bring up that we have had conversations on extending Thanksgiving/Fall break, there was awful attendance on the Wednesday before the holiday. GP believes that topic is closed and issues that revolve around it. Others liked the added numbers for the weeks.
  - Ceasar Chavez falls on a Saturday, then it will be observed on the Friday. If it lands on a Sunday it will fall on the following Monday.

## **Desk Review**

- AP 6520 Budget Management
- AP 6320 Investments
- BP 6100 Delegation of Authority
- BP 6150 Designation of Authorized Signatures
- BP 6250 Budget Management
- BP 6320 Investments
- BP 6330 Purchasing

- BP 6900 Bookstore

Revised

- AP 6100 Delegation of Authority
- AP 6150 Designations of Authorized Signatures
- AP 6200 Budget Preparation
- AP 6300 Fiscal Management
- AP 6330 Purchasing
- AP 6400 Financial Audits
- BP 6200 Budget Preparation
- BP 6300 Fiscal Management
- BP 6400 Financial Audits
- BP 6520 Security for District Property

LV Note: Today serves as the first read for the AP/BPs above. Please review on your own and let us know if you have comments/questions/concerns. We can table those ones and vote on the others for our first meeting in spring.

## **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
- AP 3727 Information and Communications Technology Accessibility

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 5075 Course Adds and Drops
- AP 5460 Student Fundraising

## **Discussion**

## **Information**

# **COMMITTEE REPORTS**

(please send in written reports)

**All committees are welcome to report. Please send any committee reports to Morgan Jakobcic ([mjakobcic@citruscollege.edu](mailto:mjakobcic@citruscollege.edu)) and CC Lisa Villa ([lvilla@citruscollege.edu](mailto: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:**

*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 and **compete in the STEM poster award competition** must have completed their research at the Community College level
- Those who participated with a four-year mentor or through programs such as Project RISE are **now allowed to present but not complete for the STEM poster award**.
- **Abstract submissions** are now closed.
- We will be putting out the call for volunteers and moderators in January, so please ask students who are interested in these positions to email me for more information and to check the HTP Canvas shell.
  - They **must be in the HTP** to volunteer or be a moderator.
  - 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 need faculty support in recruitment through your recommendations and encouraging students to apply, so please continue to do this .
  - We have a new recommender-initiated application process that just started through a bulk email.
  - The link with the first letter only allows instructors to submit one recommendation.
  - We have fixed that link and hopefully, that will go out in an updated letter, but I am not sure when that will happen, so feel free to email me for the link if you want to submit multiple students for the HTP.
  - I suggest talking with any students you want to recommend to see if they are already in the program or if they are close to graduation so that you don't spend time submitting a recommendation for those students who are already in the HTP or who won't join due to graduating.

**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:**

These meetings have concluded.

We are looking at **a new day** for our meeting for spring 2026.

**The options are:**

- 4th Tuesday of each month (Sept., Oct. Nov. in fall; March, April, May in spring)
  - 2nd Thursday of each month (Sept., Oct. Nov. in fall; March, April, May in spring)
  - 3rd Thursday of each month (Sept., Oct. Nov. in fall; March, April, May in spring)
  - 4th Thursday of each month (Sept., Oct. Nov.\* in fall; March, April, May in spring)
- \*I know that Thanksgiving makes this one tricky, but we can work with it if this is best for everyone otherwise.

The time will be 2:40-4:00 pm.

Please email me, [jmillerthayer@citruscollege.edu](mailto:jmillerthayer@citruscollege.edu) if you have a meeting day preference to help me find a day that the majority of our HTP faculty (including those interested in teaching HTP courses) can attend.

Our HTPAC meetings are open to all who are teaching honors courses, interested in teaching honors courses, counselors and program coordinators/directors who work with students in the HTP, or 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

- 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 join the waitlist the course! Spaces are limited.
  - Nichole Ary will be facilitating a course titled 10-10-10 that will support effective Regular and Substantive Interaction in online courses. This is a 4-week facilitated course that will begin March 2 and continue until March 27. Please sign up for the course via this link.
  - Amanda Konya will facilitate a second section of the Creating Accessible Content in Canvas during April. Faculty who are on the waitlist for the January course will be given priority, but please watch for more information.
- **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
- **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** - If you are interested in becoming a POCR reviewer or getting more information about the POCR process, please contact Nichole Ary.

### **Professional Learning: Anne Villeneuve**

PL would like to let faculty know that some of the FLEX Day workshops in the Spring will have limited seating and will require participants to sign up in advance. Watch for emails with instructions. We look forward to seeing everyone in the Spring!

### **Program Review: Catie Besancon**

The instruction template has been modified to make it easier to do. If you are looking for it, please reach out to Dan Volonte ([DVolonte@citruscollege.edu](mailto:DVolonte@citruscollege.edu)) or reach out if you have questions.

### **Student Learning Outcomes: Dr. Cathrine Besancon**

You should have gotten an email from your deans about the extension of the SLOA deadline. You still are encouraged to do it now to not forget. CB has asked for a session for SLOA for FLEX day. But also have time to work on it during the session. Dave Brown adds that he sees Padlet as a useful tool for not only SLOA but other parts of our teaching or community building; it would help to go over it during division meetings. CB would be happy to host some SLOA get-togethers to discuss and work on this. You can export the padlet into a report. Dawn Brewster suggests doing the workshop in a computer room.

## **OFFICER'S REPORT**

**(please send in written reports)**

### **President: Lisa Villa**

There has been a lot of good work happening this semester and I'm looking forward to continuing it all into next spring. When we return, we will be looking ahead at the 26-27 academic year meeting times for the Academic Senate and we shall also begin the process of electing a new executive board. So, if you have been on the fence about participating in this context, please do not hesitate to reach out to me with any questions. I will be around all throughout winter and available to talk with you. As a reminder: the executive board consists of all of the following: President (must have had at least one year experience as VP or president), Vice-President (must be tenured faculty), past-president (as the role suggests, must have served as senate president previously), CCFA liaison (attends both Senate and CCFA meetings), CTE liaison, Curriculum chair (not electable position), secretary, treasurer (not sure how this position has survived without a budget; but this is still a good way to experience an additional layer of conversation within Senate!).

One additional meeting occurs on most Tuesdays that precede a Senate meeting during college hour for Senate Exec Board.

I am so grateful for this wonderful, caring, participatory senate body! I hope you all enjoy a joyous, restful winter holiday break!

Also, Anthony Giammalva is stepping into the “at-large” at rest.

- Past President: Jim Woolum

### **CCFA Liaison: Greg Lipp**

You should have received an email in BULK states new, regular and substantive interaction we only had a 31% on it, even if you don't teach online classes please vote. Additionally, at the BOT meeting on 12/9/2025 the district sent off their proposal. We would love to hear from you.

### **Curriculum Chair: Michelle Plug**

Tomorrow is the last curriculum meeting and want to thank faculty; there was a lot to accomplish this term for 6-year review and Common Course Numbering. Thank Gwen Harris and Morgan Jakobcic for keeping Curriculum afloat. Next semester we will be tackling Phase IIB and I would be happy to come to department meetings to talk about local degrees and CPOS. We are also looking at revamping the handbook and implementing DEIA+ for the COR and we need to get that done on spring.

### **ASCC: Victoria Mucha; Jason Avendano**

Hootie's' Holiday, Campus scavenger hunt, got to explore, and students got prizes

## **ADJOURNMENT 3:35PM**

*For physical reference to these agenda items, please contact Morgan Jakobcic ([mjakobcic@citruscollege.edu](mailto: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.**