

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

**Wednesday, May 13, 2026**  
**2:40p.m.-4:00p.m. Hayden Hall or Zoom**  
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:** Henoah Perez and Marquel Savage
- **At-Large:** Jennifer Miller-Thayer; Ann Everett, Anthony Giammalva
- **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, Jim Woolum, Roberto Loya, Priscill Englert, Dawn Brewster, Ann Everett, Anthony Giammalva, Arnold Kondo, Becky Rudd, Catie Besancon, Christine Styles, Dan Volonte, Elizabeth Cook, Marius Beltran, Michelle Hernandez, Nichole Ary, Raul Sanchez, Senya Lubisich Sonia Kibbe, Henoach Perez, Tommy Reyes, Darren Hall, Spencer Boldt, Denise Kaisler, Gerhard Peters, Alexis Dea (Zoom), Elisabeth Ritacca (Zoom), Claudia Ramierz (Zoom), Dania Rosales Fernandez (Zoom), Sarah Bosler (Zoom), Greg Schulz, Maryann Tolano-Leveque, and Yasmine Andrawis

**ABSENT:** Lisa Villa, Michelle Plug, Greg Lipp, Andrew Wheeler, Bill Zeman, Dave Brown, Katherine Culleur-Carter, Lakhysa Greene, Matthew Parsons, Mercedes Belica, Marquel Savage

## **CALL TO ORDER 2:42PM**

Lisa Villa – Set Agenda

**MINUTES APPROVAL from 4/29/26 - Motioned by Dan Volonte, seconded by Tommy Reyes - Passed**

## **SUPERINTENDENT/PRESIDENT REPORT**

Citrus Foundation will host Spring Community Day on Friday, May 15th, organized by Dolores Ybarr and Briceyda Torres. This will include members from our community, the Board of Trustees and staff. They will get an informative campus tour and visit the Citrus Singers, Recording Technology program, the Biotechnology program, lunch in Hayden Hall, and brief presentations about our Public Works Forestry programs.

The 63<sup>rd</sup> Annual Achievement Awards Ceremony will take place on Thursday, May 21<sup>st</sup> at 6:00pm, in the Haugh Performing Arts Center. Dr. Schulz would like to thank each of our faculty and staff who inspire, guide, and support our students throughout the year, leading them to their achievement.

On May 19<sup>th</sup>, the Board of Trustees will be meeting at 3:00pm for a closed session their regular open session at 4:15pm, following a brief closed session following that – all are welcome.

Dr. Schulz would like to thank the Financial Resource Committee and our team in Administrative Services for their leadership throughout the year.

Next week is Classified School Employee Appreciation Week (May 18<sup>th</sup>-22<sup>nd</sup>). Dr. Schulz expresses his gratitude for the work that the classified professionals do everyday on our campus. The college is hosting an appreciation breakfast on Friday, May 22<sup>nd</sup>, from 7:30am-9:00am and then lunch from 3:30-4:30pm. Thank you to faculty and staff who have donated gift cards that will be distributed during these events.

## 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.*

No one for public forum.

### Action Items

#### New

- AP 3434 Responding to Harassment Based on Sex under Title IX – Motioned by Ann Everett, seconded by Tommy Reyes – Passed.

#### Desk Review

- BP 5500 Standards of Conduct - Motioned by Ann Everett, seconded by Tommy Reyes – Passed.
  - The highlight notes the amended language/spelling from the agenda.
    - Changed “Stand” to “Standards”

#### Revised

- AP 3436 Hazing (NEW) - Motioned by Ann Everett, seconded by Tommy Reyes – Passed.
- BP 3436 Hazing (NEW)- Motioned by Ann Everett, seconded by Tommy Reyes – Passed.
- AP 3900 Speech – Time, Place and Manner - Motioned by Ann Everett, seconded by Tommy Reyes – Passed.
- BP 3900 Speech – Time, Place and Manner - Motioned by Ann Everett, seconded by Tommy Reyes – Passed.
- BP 5030 Fees - Motioned by Ann Everett, seconded by Tommy Reyes – Passed.
- AP 5520 Student Discipline Procedures - Motioned by Ann Everett, seconded by Tommy Reyes – Passed.
  - The highlighted notes the amendment to the language/spelling from the agenda.
    - Changed 5530 to 5520
  - Discussion
    - Catie Besancon asks to clarify that they did not change the definition of academic suspension. The definition on AP 5520 did not update the definition.

### New Business

- 2027-2028 Draft Academic Calendar

- Gerhard Peters:
  - There will be a week break between the Winter Session and Spring Session.
  - The discussion of doing a fall break or an extended Thanksgiving break doesn't seem to have consensus due to the diversity of programs we offer here; this could negatively impact them.
  - It is noted that "Cesar Chavez Day" needs to be updated to "Farmworkers Day"
- BP 4030 Academic Freedom
  - No comments
- BP 4220 Standards of Scholarship
  - No comments
- AP 4250 Academic and Progress Notice
  - Catie Besancon
    - Notes that the question she asked earlier (for AP 5520) was because of the changes to language made in this one.
  - Henoch Perez
    - Will there be a way to update students on the change of language from "dismissal" to "pause"? Because those two words sound different than what they are.
      - Response from Jennifer Miller Thayer: The thought process for changing to "Pause" was that it had a less negative connotation for students, so they can come back vs. dismissal. But unclear if that is true in every case, we might need some clarity on that. Additionally, this word change was mandated.
      - CB: Counselors will be doing training on this to help inform the students, as well as updating our website with accurate information.
- BP 4250 Academic and Progress Notice, Pause, and Restart
  - No comments

## Discussion

### *Courseleaf - Syllabus Module*

#### Comments

- This may be more useful for the administration instead of faculty.
- JMT asked when this would need to be implemented; CB clarifies that Dr. Hester is bringing this forward to ask if this were something faculty would use – it has not been purchased or implemented.
- We would need to know the timeline of this implementation if we were to adopt it.
- Would the union need to be involved or need to be included in this discussion?
- What is this solving for \$20,000?

- Senya Lubisch did participate in the demo and clarifies that faculty can choose the extent that the tool would interact with the Canvas shell, like implementing the policies we have. The standard language would appear as a module in the course, and the ability to create a non-Canvas based repository.
- Could we create a sample template with the necessary language for faculty and adjuncts to use? Anna Villeneuve mentioned that Elisabeth Ritacca has designed a handbook with the language that is necessary that could be used instead.
- It was suggested to have a Course Schedule and Course Policies, and the course policies can have that uniformed template for peoples to use.
- Concerns with the homogenization of the syllabi
- Can we use a liquid syllabi?
- Henoah Perez shares that students do discuss the syllabi amongst themselves, and they are not always the most up to date. He believes that some standardization is necessary to enhance students' experience. But there should be room for professors to express themselves through their syllabi.
- Dawn Brewster comments that if this tool has the ability to align the syllabus with all the requirements would be helpful and it if makes sure we are aligned with our CORs and accreditation, this would be helpful.

#### Pros

- Do not have to send to the administrative assistants
- Ensuring accessibility
- Provides a syllabus to incoming or newly hired adjuncts
- It is faculty's responsibility to match the syllabi with our Course Outlines of Record, which would also be helpful for accreditation.
- The benefits of tool would be the standardized language of policies that the campus has in regards to, DSPS, Title IX, student services, student conduct.
- The problem this is potentially solving is the lack of consistency that students see in their syllabi and the fatigue of faculty having to constantly update the standardized language.

#### Concerns/Questions/Requests:

- Faculty would like a demo.
- Will this require more time on the instructors' part?
- They need more information on how Courseleaf and Canvas are integrated. How does this actually connect to Canvas? How does that integration work?
- Concern that at some point this will be required instead of voluntary
- Additionally, spending \$19,000 every year on this service vs. other services that the administration has turned down.
- What does it take to input the information? How much workload is on the front end?
- How much manipulation and freedom will this allow faculty to customize their syllabus?

- Is this being marketed as solving a problem, but instead going to make it more complicated?
- Does Courseleaf have a demo/sandbox for faculty to explore this tool?
- With the standardized language that would be provided, how much of that language can be edited by faculty?
- If you have multiple sections of the same course, do you have to recreate every single one? (in the context of the edited standardized language for a policy, can a faculty member add that same text to their other sections/courses?)
- Dania Rosales Fernandez comments that institutionalized language can be harder for ESL readers and that syllabi often have to be adapted for them. Does this program allow space for these edits and their academic freedom?

Summary:

The faculty discussed a proposed syllabus management tool called CourseLeaf, which would cost approximately \$19,000 annually. Key concerns included the tool's usability, how it would integrate with Canvas, and whether it would become mandatory for faculty. Several faculty members expressed skepticism about the need for the tool, questioning whether it would simply add complexity without addressing meaningful problems. The group agreed that more information, including a demonstration and clear timeline, was needed before making a decision about implementation.

## 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.***

### **Accreditation:** Dr. Cathrine Besancon

We are working on the ISER, which does require a consistent syllabus. You may have people come to examine evidence, also if you have any examples you would like to share please pass that on to Dr. Hester and Catie.

Timeline:

- Fall 2026 writing
- Spring 2027 sharing with the campus
- Fall 2027 shared with the BOT and submitted
- Approval for the following winter.

### **AI Workgroup:** Tommy Reyes and Becky Rudd

Finishing up the AP and BPs, there will be two sets: one for campus practices and one for the classroom. There is one more meeting to finalize the language for them.

## **Financial Resources: Dan Volonte**

Meet on May 6<sup>th</sup> and the 3<sup>rd</sup> quarter was reviewed for 2025-2026, ending on March 31<sup>st</sup>. The 25-26 budget indicates that the college continues to maintain a strong, unrestricted general fund balance, projected at approximately \$43.5 million. This represents 42.4% of general fund expenditures. Revenues are projected at approximately \$101.9 million. While expenditures are projected at approximately \$102.6 million, resulting in a projected deficit of roughly \$594,000, this is an adjunct overload and intercession on that deficit for the fiscal year. As this third quarter, approximately 80% of expenditures have been expended compared to 70% of revenues collected. The committee noted that the fund balance accounts will be utilized to backfill these expenditures, reducing the \$43.5 million that I talked about before, down to \$33 million.

Overall, the committee acknowledged that Citrus College remains fiscally stable with healthy reserves and no immediate fiscal concerns identified in the third quarter financial report, while continuing to monitor expenditures related to adjunct overload intercession instruction costs.

### Comments:

- Gerhard Peters: Wants to clarify that the 102.6 million and the \$594,000 deficit is because we have not completed our full fiscal year; we still have another quarter for the budget.
- Catie Besancon: How did we get to that much over budget, if we know the amount of classes or courses that are being offered? Or was there not enough budgeted at the beginning?

## **Honors Program Advisory Council: Dr. Jennifer Miller-Thayer**

We currently do not have an Admin in the office. The position is posted and open until June 4<sup>th</sup>. Because of this, we do not have an office person, so if anyone would like to volunteer time to keep that open, please reach out.

The open pantry has been getting utilized, so if you would like to donate that would be appreciated, CI247.

Currently working on the winter and spring schedule and working with Dual Enrollment, because students are coming in with GEs completed and CPOS (course program of study) is also impacting what students will be paid for.

Spring reception on June 2<sup>nd</sup>, from 3pm-6pm in the Campus Center East. If interested in attending, please reach out.

## **Instructional Materials Equity Committee (IMEC): Elizabeth Cook and Sarah Bosler**

Reminder to please mark your courses correctly. We are working on getting a special marking to indicate a low-cost ZTC course.

Students have come forward that some courses are being marked with ZTC, but they are not actually ZTC.

If you think the total cost of your class is under \$30, please let your administrative assistants know so they can mark it on the live schedule.

## **Institutional Research and Planning (IEC and IRPC): Dan Volonte**

We are continuing to go through the Integrated Planning Manuel.

## **Online Education: Senya Lubisich**

OE

- Our **last monthly meeting** of the academic year will be on May 18 via zoom or in-person in CI-137. We will be talking about preparedness for situations when Canvas is not available, looking at a form and process for tool adoptions, promoting summer trainings, and preparing for the new POCR rubric.
- **Voluntary RSI Review** is underway. There will be six summer sessions (in-person and zoom). Please watch for sign-up opportunities via Canvas. Additionally, faculty are encouraged to schedule a 1:1 meeting with Senya or to coordinate a meeting for their communities of practice.
- In addition to scheduling a meeting with our Instructional Designer, [Tom Costello](#), faculty are encouraged to investigate two **AI tools** that can assist with remediation of Canvas content and documents:
  - o [Joshua.ai](#)
  - o [Universal Design Bot](#)
- **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 Senya.
- **New Accessibility Regulations** go into effect on April 26, 2027, 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 me or with Tom Costello, our new Instructional Designer.

- **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**

Citrus College's Indigenous Faculty and Staff held their first event Movement as Medicine: How Native American Dance Nurtures Holistic Wellbeing last Friday. The event was well attended and received.

Please take a moment to nominate a colleague for the Distinguished Faculty award. The deadline is this Friday, May 15.

Remember to use the Vision Resource Center to find relevant trainings, including many local RSI trainings and an upcoming Harmonize workshop.

### **Program Review: Dan Volonte**

Working through revamping the resource request form for Program Review and the workflow process (to make it more transparent).

Currently creating an annual instructional template to help faculty, along with a Canvas Module like SLOA.

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

Reminder all the division shells have a Canvas Module for SLOA. Your winter and spring courses should have been in by the week after spring break. The Padlets are a place to brag, so please add that.

## **OFFICER’S REPORT**

**(please send in written reports)**

**CCFA: Gerhard Peters in lieu of Greg Lipp**

Thank you, Senya Lubisich for organizing the end of the year party. CCFA representative council meeting is scheduled for Wednesday, May 20<sup>th</sup> in Hayden Hall, which might be hybrid. Everyone is always invited to join.

Gerhard Peters will be returning as president; the new Vice President will be Brianne Levine-Peters; our treasure Denise Kaisler. And Elizabeth Cook and Dave Brown will be joining the Executive Board as voting members.

### **ASCC: Henocho Perez**

ASCC is preparing for the ASCC Tabling and Picnic Event scheduled for May 19, 2026 at 1:00 p.m. in the Campus Center Mall to promote student engagement and campus involvement.

May 19, at 11:30am at the Campus Center, it's called the Professional Readiness and Leadership Summit

ASCC also received a presentation from librarians Sarah Bosler and Elizabeth Cook regarding Zero Textbook Cost programs and their impact on reducing financial barriers for students. ASCC unanimously see this as hugely beneficial to students.

I also want to recognize the importance of the upcoming Student Equity Center Input Session. I appreciate Dr. Betzabel Martinez Bleach and the SEAP Leadership Team for intentionally seeking student feedback during the planning process. Thursday May 21st, 1230-2:00pm SS165

ASCC and ICC End of Year Celebration. Gratitude for all the educators who serve as advisors to clubs. Its tied to campus culture and students belonging. Where would we be without our club advisors?

I heard that many educators were understanding with the Canvas Hacking incident. Thank you for working with students on those due dates.

Invited the AI Taskforce to speak

### **Announcements**

Renee Liskey and Marius Beltran

- Citrus Singers Pop show is this weekend, please come support if you can.

### **ADJOURNMENT 4:04PM**

*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.**