

IV. COMMITTEES

❖ **College Success – Sylvia Smythe**

Sylvia distributed a handout outlining the 3 programs she has overseen.

❖ **Curriculum Committee – David Kary**

The curriculum committee has not met since the last Senate meeting.

The next curriculum committee meeting is tomorrow, Thursday, 6/9, at 1:30 pm in IS 108. We will be reviewing 7 new courses (NC 632 Air Conditioning I, NC 634 Air Conditioning II, NC 636 Heating – Electrical and Gas, NC 638 Electricity for Heating and Air Conditioning, NC 640 HVAC Control Systems, NC 642 Trouble Shooting for Heating and Air Conditioning, and PHYS 111C Physics for Life Science I Calculus Supplement). We also have 65 course modifications in ART, CHEM, COUN, CSIS, ESL, HIST, IT, KIN, and PHYS, and 42 course deactivations in ANTH, ART, AUTO, CHLD, COMM, COS, COUN, DSPS, ELEC, ESCI, ESL, HEAL, KIN, MTRK, MUS, PHTO, PHYS, POLI, PSY, SOCS, SPCH, and TECH.

We have two new transfer degrees to discuss (MATH and AJ) and 12 degree, certificate, and skill award deactivations (Architectural Drafting – CAD, Electronics Technician, Energy Systems Technology, Advanced Digital and Web Design, Activity and Social Service Documentation, Activity Coordinator, Drugs and Solutions, Hospital Unit Clerk, Medical Terminology, Sub-Acute/Pediatrics Activity Leader, Building Systems Design Technology, and Building Systems Maintenance and Operations Technology.

If these are approved, the total for this academic year in the curriculum committee will be:

47 new courses, 196 course modifications, 80 course deactivations, 5 new transfer degrees, 19 degrees and certificates modified, and 12 degree, certificate, and skill award deactivations.

There are still as few classes that are overdue for curriculum review and that have not been launched into the approval process. Remember that these classes cannot be scheduled if they are not being kept up-to-date.

❖ **Distance Ed – Beverly Van Citters**

Bev handed out copies of the approved Distance Ed Attendance and Record Keeping Guidelines.

V. OFFICERS' REPORTS

Secretary, Sheryl Walz – No report.

Treasurer, Paul Swatzel – No report.

Past President, Jack Call – Not present.

Vice President/President-Elect, Nicki Shaw – No report.

CCFA Liaison, Kathy Bakhit - No report.

ASCC Representatives, Karlyn Bradley – ASCC held its last board meeting yesterday. They approved all APs and BPs before them. Karlyn's last meeting as chair at region 8 is this Saturday.

81 **President, Roberta Eisel –**

- 82 • Paving of Foothill in front of Citrus College – This was a city of Glendora project only.
- 83 No Citrus funds were used for this project.
- 84 • 10 month vs. 12 month – Faculty are 10 month employees and are therefore paid for 10
- 85 months.
- 86 • Paul Swatzel, Michelle Plug and Stephanie Yee will represent faculty on the next VP of
- 87 Student Services panel.
- 88 • SLOA Coordinator interviews will be held this coming Friday.
- 89 • Work is proceeding on renovations to the Little Theatre.
- 90 • The Accreditation Follow Up Report addressed all 6 recommendations even though
- 91 only 3 were requested.

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93 **VI. SPECIAL REPORTS/PRESENTATIONS**

94 **A. Awarding of Certificates**

95 President Eisel awarded the certificates acknowledging those who participated in, or
96 contributed to, the work of the Academic Senate in the 2010-2011 year. She then added
97 her own thanks to everyone who has supported the academic senate over the last year.

98
99 **B. Resolutions**

100 President Eisel presented resolutions to the following retirees: Jeanne Hamilton, Kim
101 Holland, Marilyn Eng, Shuling Cummins and Maury Greer. In addition, a certificate of
102 appreciation was given to Sylvia Smythe for her many years of service.

103
104 **C. Installation of New Officers**

105 President Eisel installed the new 2011-2012 officers: Nicki Shaw, Jim Woolum, Sheryl
106 Walz and Kathy Bakhit.

107
108 Ms. Shaw bestowed a plaque of appreciation to Mrs. Eisel on behalf of the senate.

109
110 **VII. ACTION ITEMS**

111 **A. Senate Recognition Resolutions**

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113 **M/S/P**

114 **B. Program Review Recommendations**

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116 **M/S/P**

117 **VIII. NEW BUSINESS**

118 **A. AP 7200 Classification of Academic Employees**

119 These APs and BPs came from Human Resources. The Association is looking at them
120 also and they will be back in the fall for discussion, including an opportunity for CCFA to
121 provide input. It was pointed out by Mrs. Eisel and others that the documents contain
122 some typos.

123
124 **B. AP 7302 Short-Term and Substitute Employees**

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126 **C. AP 7303 Professional Experts**

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128 **D. BP 7200 Classification of Academic Employees**

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130 **E. BP 7302 Short-Term and Substitute Employees**

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132 **F. BP 7303 Professional Experts**

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134 **G. BP 7305 Discipline Classified Staff**

- 135 IX. **OLD BUSINESS**
136 A. **Possible Summer Meetings**
137 The senate e-board recommends official meetings on July 27, if needed, and on August
138 26, after Convocation.
139
140 Faculty must remember to check emails during the summer in the event a meeting is
141 called for July 27th.
142
143 B. **Registration Wait List Work Group Report**
144 The group has not met recently. Linda Welz recommends waiting until fall to meet
145 again, and then possibly start a pilot in winter.
146
147 C. **Attendance and Grading Discussion**
148 This needs to continue as an item of discussion at senate meetings. A great deal of
149 discussion and input took place at today's meeting. Suggestions and comments
150 included:
151
 - Review AP's concerning attendance and grading
 - The instructor's policy regarding attendance and grading should be spelled out
152 in each syllabus – especially concerning FW grades
 - Move drop date to 75%
 - After a certain number of absences, the instructor could refuse to collect any
153 more work from the student
154
155 D. **Funding Concerns and Budget**
156 A copy of the Budget Forum PowerPoint was distributed. Citrus has moved from
157 scenario 3 (worst case) to scenario 2 based on new information from the state. This
158 includes certain assumptions however, so could still possibly change.
159
160 E. **AP 7201 Recruitment and Hiring of Full-Time Faculty**
161 The revisions suggested by the work group to HR have been made and the group is
162 now reviewing the changes to make sure all recommendations were incorporated.
163
164
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- 167 X. **PUBLIC FORUM**
168 1. On June 10th a free automotive tire pressure check will be offered to the first 100 people
169 by Transportation.
170 2. Remember the Budget Forum on August 29th.
171

- 172 XI. **ANNOUNCEMENTS**
173 1. Commencement on June 18, Saturday, at 10 a.m.
174

- 175 XII. **ADJOURNMENT**
176 Ms. Shaw made a closing statement, which included asking if anyone will not be returning as a
177 senate rep next year to please send her an email. She then adjourned the meeting at 3:57 p.m.
178

- 179 **Attachments:**
180 #1 **College Success Report**
181 #2 **DE Attendance and Record Keeping Guidelines**
182 #3 **Budget Forum Handout**
183
184

185 **Members and Guests Present:**
186 **Shuling Cummins**
187 **Jeanne Hamilton**
188 **Lois Papner**
189 **Sylvia Smythe**

Marilyn Eng
Irene Malmgren
Carolyn Perry
Beverly Van Citters

190 **Future Academic Senate Meeting Dates:**

September 14, 2011	February 22, 2012
September 28, 2011	March 14, 2012
October 12, 2011	March 28, 2012
October 26, 2011	April 11, 2012
November 9, 2011	April 25, 2012
November 23, 2011	May 9, 2012
December 7, 2011	May 23, 2012
	June 6, 2012

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Submitted by: Linda Swan
District Academic Senate Secretary

Visit our website at: <http://www.citruscollege.edu/as>



Sylvia Smythe, Director of College Success

For Students

- **Credit Courses**

- New curricula were created to compress ENGL 030 and READ 019 into new ENGL 098 course (1 unit); ENGL 040, ENGL 100, READ 040 and READ 099 were compressed to become the new ENGL 099 course (5 units). See attached "Proposal for Restructuring Basic Skills" for rationale. Effective fall 2011.
- Two-day training held June 2 & 3 for all full-time and adjunct English faculty who wish to teach either ENGL 098 or ENGL 099.
- New curriculum was created to compress MATH 017 and 020 into a one-unit MATH 020 course. Effective fall 2011.
- LB 309 remodeled June 2011 with BSI funds to accommodate new curriculum.

- **Learning Communities** See attached fall 2010 and spring 2011 schedules.

- Fall success rates (see attached) indicate a decline in success rates for ENGL 040 and 101; however, an increase in success rates in the Fast Track LC. Discussion about this in the LC meeting; faculty indicate this was a "difficult" term for those classes and wish to continue the ENGL 101 LC.
- Fall student evaluations positive; spring evaluations taken—no results at this time.
- LC faculty met three times each term.

- **Fast Track Classes**

- Courses offered both fall and spring: ENGL 030, 040, 100, 101; READ 019, 040, 099; MATH 17, 020, 029. See attached success rates.
- Student survey completed in fall—see attached results (comments—not attached because of length—were positive).

- **Success Centers**

- **Success Center ED 224/231.**

- Learning pathways established; students access Directed Learning Activities, instructional software and equipment, copies of College Success textbooks, tutoring, student study groups and writing clinics. Faculty lab supervision at all times.

- **Fall** 576 students; **Winter** 51 students

- **Math Success Center MA 127 (co-funded by CCCRA STEM).**

- Drop-in tutoring and faculty presence.

- **Fall** 657 students; **winter** 95 students; **spring**—as of May 31—average 150 students each week. Data indicate students who use the MSC have a higher success rate than students who do not use the MSC. See complete data at www.citruscollege.edu/STEM/data.

- **College Success Counselor.** 870 of students seen since fall

- **College Success/Early Alert Workshops**

- See attached Workshop schedule.
- 1366 students attended a workshop since fall (as of May 31)

Attachment #1

- 265 • **In-Class Visits.** Counselors visited every College Success class, providing students
266 information on College Success and Citrus resources.
267
- 268 • **Outreach.** Presentations to students participating in Early Decision, and parents during
269 Parent Night; College Success table at Welcome Day
270
- 271 • **Other**
 - 272 ○ College Success website revamped.
 - 273 ○ Adjunct Workshops held August 27 and February 22 for all adjuncts teaching a College
274 Success class in English, reading, ESL and math
 - 275 ○ College Success Advisory Committee met regularly during fall and spring
 - 276 ○ **Fall 2011 begins Year 5 of the Basic Skills Initiative Five Year Action Plan: all**
277 **actions have been completed by the end of Year 4.** New College Success goals will
278 be set in the fall.
279
- 280
- 281 **Future of College Success: Basic Skills Initiative funded through 6/30/13.**
- 282
- 283 www.citruscollege.edu/collegesuccess
- 284

285 Citrus College Distance Education

286 Attendance and Record Keeping Guidelines

287

288 **Introduction:** This document constitutes the Citrus College guidelines regarding student
289 attendance in online (distance education – DE) classes. It also sets forth the record-keeping
290 requirements for such classes. The attendance guidelines and the accompanying record-
291 keeping requirements address two concerns:

- 292 • Dropping a student for poor attendance – A student may be dropped from a class
293 for failure to meet the College’s attendance requirement. Though it does not
294 specifically address DE classes, Citrus College Administrative Procedure (AP) 5070
295 provides, in part, as follows:

296 *“Students are expected to attend all meetings of the courses in which they are*
297 *enrolled... An instructor may drop a student who has missed three class meetings in a*
298 *regular semester class that meets two or more times a week or who has missed two*
299 *class meetings in a class that meets once a week...”*

- 300 • Federal financial assistance – Some students at Citrus College receive Federal
301 financial assistance funds (Title IV, HEA). Such assistance should only go to
302 students who are attending college. If a student stops “attending” a DE class,
303 that student is no longer eligible to receive Federal financial assistance payments.

304

305 **Actions that constitute “attendance” in a DE class:** Student attendance in a DE
306 class cannot be ascertained by taking roll as is the practice in traditional classes. Rather, DE
307 attendance is demonstrated by engaging in one or more class activities that may generally
308 be described as “active participation in the class.” A student will be deemed to have
309 actively participated in, and thus attended, a DE class in any week in which the student
310 participated in one or more of the following assigned class activities (only assigned and
311 assessed/graded activities qualify as “attendance”):

- 312 • Group meeting (instructor and two or more students).
- 313 • Individual meeting (instructor and one student).
- 314 • Orientation.
- 315 • Review or study session with instructor.
- 316 • Seminar.
- 317 • Field trip.
- 318 • Library workshop.
- 319 • Posting an entry in a threaded discussion forum (such as discussion board).
- 320 • CCC Confer participation.
- 321 • Video conference participation.
- 322 • Submission of assignment (biographical information submitted by the student
323 will suffice if assigned and graded by the instructor).

Attachment #2

- 324 • Completion of test, whether online, at the Testing Center, or at any other
- 325 arranged location.
- 326 • Completion of quiz.
- 327 • Chat/message board discussion participation.

328

329 Instructors teaching DE classes must assign one or more of the above-listed activities
330 each week of class. This will insure that the instructor will have a record of student
331 attendance (active participation) week-by-week for the entire term. If a student stops
332 attending the class, the instructor will have a record of the week in which the student
333 stopped attending (participating).

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335 **Record-keeping:** Instructors teaching DE classes shall keep records of attendance
336 (active participation) for a period of three years following the completion of the class.
337 The records may be discarded after the end of this three-year period. The records must
338 show the following for each student:

- 339 • Week by week, the specific activity or activities that constitute “attendance.”
- 340 • The exact date each activity occurred.

341 This requirement will necessitate that instructors teaching DE classes keep records of
342 such activities, both within and outside of their Blackboard class “shell.”

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Attachment #2

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345 Citrus College
346 Distance Education
347 Date: Spring 2011
348 Subject: Attendance guidelines – Sample provision for syllabus

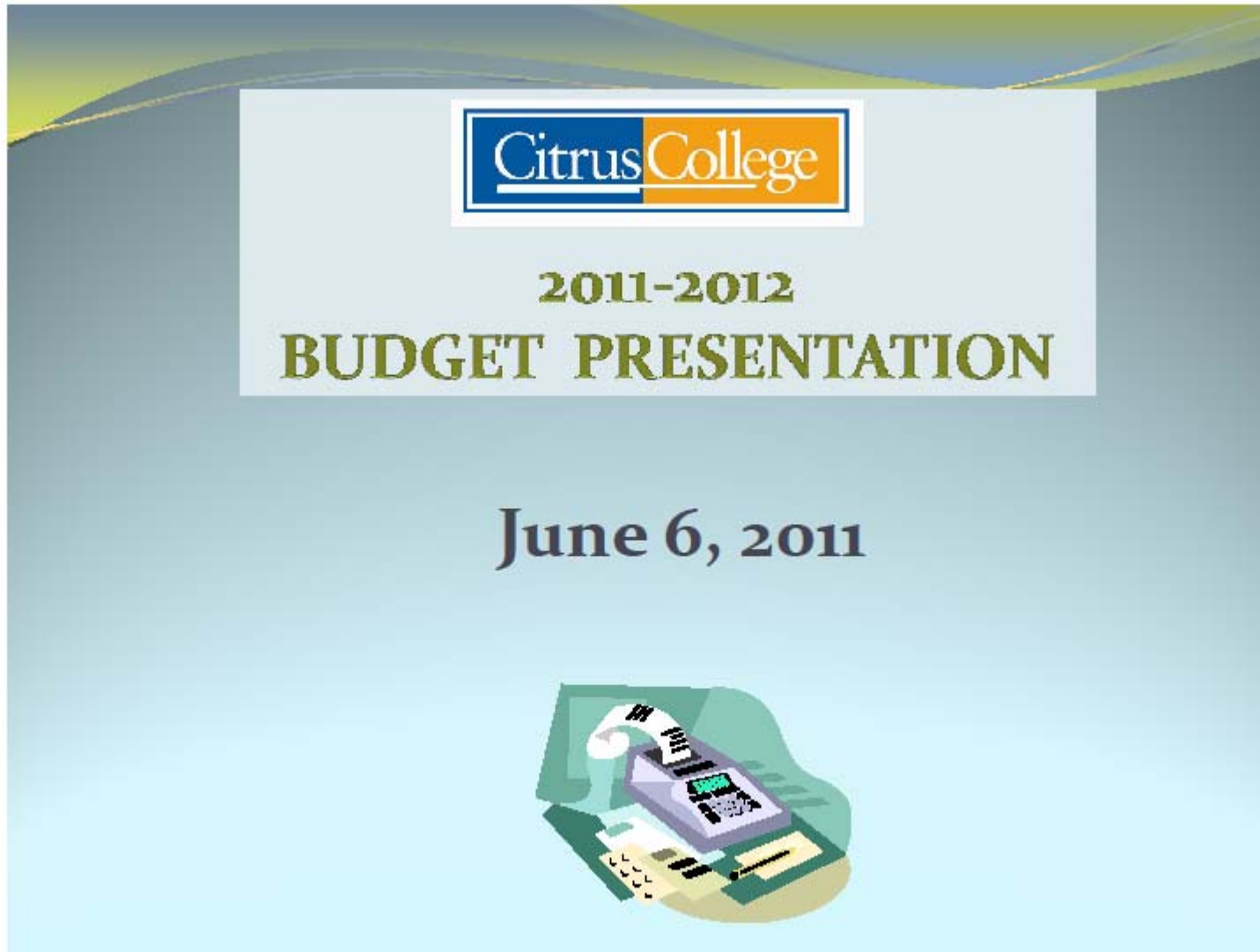
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350
351 Set forth below is a sample provision that might be added to the syllabus for your DE
352 class. Naturally, you can reword all or portions of this provision in order to better fit
353 the unique design of your course.

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357 **Attendance (IMPORTANT)**

358 *In a traditional classroom setting, an instructor knows if a student is attending class by taking roll at*
359 *each class meeting. However, roll cannot be taken for a distance education class. In this distance*
360 *education class I require that you (and other students) log into Blackboard and complete the weekly*
361 *online assignments (including quizzes and exams). By completing these assignments, I know that you*
362 *are actively engaged in this class. If you fail to complete two consecutive weekly assignments, I may*
363 *suspend your access to Bb and send you an email requesting a detailed explanation of why you failed*
364 *to complete the assignments. Failure to respond to my email with an acceptable explanation within*
365 *3 days may result in you either being dropped from the class (if this occurs prior to the drop deadline*
366 *date) or being awarded an "FW" grade at the end of the term.*

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Presentation Overview

- ❑ State Budget – Governor’s May Revisions
- ❑ Citrus College 2010-2011 Operating Budget:
 - ❑ Revenue
 - ❑ Expenditures
 - ❑ Fund Balance
- ❑ Citrus College proposed 2011-2012 Tentative Budget:
 - ❑ Revenue
 - ❑ Expenditures
 - ❑ Deficit Spending
 - ❑ Fund Balance
- ❑ Budget Assumptions
 - ❑ Revenue
 - ❑ Expenditures
- ❑ Budget Calendar for 2011-2012

Governor's May Revision

- **No further cuts for community colleges**
- **State Budget**
 - **\$2.8 billion in additional state revenue for 2010-2011**
 - **\$3.5 billion in additional state revenue for 2011-2012**
 - **Cautions against expectations that this revenue erases the budget problem**
 - **Ongoing structural deficits continue including K-14 education cash deferrals**

Governor's May Revision

- **Governor assumes extension of temporary taxes**
 - **.25% surcharge on income tax**
 - **\$.01 increase in sales tax**
 - **0.5% increase in vehicle license fee**
 - **Reduction in the dependent deduction**

Governor's May Revision

- **Community Colleges**
 - **\$290 million reduction to apportionment**
 - **Enrollment fees increase to \$36 per unit**
 - **Reduces community colleges year-end deferral to \$611 million from \$961 million**
 - **Eliminates funding for selected mandates**
 - **Refrains from proposing program reforms such as the census date change**

**CITRUS COLLEGE
OPERATING BUDGET: 2010-2011**

Revenue

Federal	\$23,711	.1%
State	\$51,505,477	84%
Local	\$9,428,972	15%
Total	\$60,958,160	

CITRUS COLLEGE
OPERATING BUDGET: 2010-2011

Expenditures

Academic	\$23,908,630	41%
Classified	\$14,266,164	24%
Benefits	\$12,285,914	21%
Supplies	\$1,430,522	3%
Services	\$5,876,483	10%
Equipment	\$617,419	1%
Total	\$58,385,132	

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**GENERAL FUND
OPERATING BUDGET
2010-2011**

Beginning Balance	\$8,498,990
Increase Fund Balance	\$1,092,310
Ending Balance:	16% of Expenditures

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2011-2012 BUDGET ASSUMPTIONS

REVENUE

A. Base Revenue Apportionment:

1. 2011-12 base apportionment
 - Scenario 2
 - 0% COLA
 - 0% Growth
 - FTES Reduction 1,168
2. Local property taxes @ 2010-11 actual
3. Enrollment fees @ 2010-11 actual adjusted to \$36 per unit

B. Lottery revenue budgeted:

1. \$115 per FTE @12,096 FTES

2011-2012 BUDGET ASSUMPTIONS REVENUE

C. Interest Budgeted:

1. 2010-11 actual earnings
2. Interest rate projections

D. Non-resident tuition budgeted:

1. 2010-11 actual FTE 442
2. @ \$220 per credit hour less facility fee of \$43

E. Local revenue budgeted:

1. 2010-11 actual revenue
2. Adjustment for one-time revenues in current year or anticipated budget year

2011-2012 BUDGET ASSUMPTIONS EXPENDITURES

- A. Salaries budgeted: (1000s and 2000s)**
 - 1. 2011-12 existing positions
 - 2. Step and column/class adjustment

- B. Benefits budgeted: (3000s)**
 - 1. Statutory benefits at 2011-12 rates – STRS 8.25%; PERS 10.92%
OASDI 6.20%; Medicare 1.45%; Unemployment 1.61%;
Workers Comp 1.9%
 - 2. Health Benefits increase: Blue Shield 15%, Kaiser 13.14%

- C. Instructional materials and supplies budgeted: (4000s)**
 - 1. 2010-11 budget amounts

2011-2012 BUDGET ASSUMPTIONS EXPENDITURES

D. Other expenses budgeted: (5000s)

1. 2010-11 budget amounts
2. 2010-11 service agreements and memberships
3. Utilities- estimated adjustments

E. Capital outlay budgeted: (6000s)

1. 2010-11 budget amounts reduced by 50%

F. Transfers budgeted: (7000s)

1. Scheduled Maintenance/Instructional Material Match/Capital Outlay Projects
2. Categorical program required contributions and general fund support levels

2011-2012 BUDGET ASSUMPTIONS POSSIBLE SCENARIOS

Reduction to Citrus

1st Scenario - Tax Extensions are Approved **-\$2,870,000**

2nd Scenario - Tax Package Fails and Prop 98 is Funded at Minimum
-\$5,047,000

3rd Scenario - Tax Package Fails and Prop 98 is Suspended
-\$7,966,000

GENERAL FUND TENTATIVE BUDGET 2011-2012

Revenue

Federal	\$21,500	.00%
State	\$45,369,900	83%
Local	\$9,336,814	17%
Total Revenue	\$54,728,214	

GENERAL FUND TENTATIVE BUDGET 2011-2012 Expenditures

Academic	\$22,258,303	39%
Classified	\$14,036,607	25%
Benefits	\$13,172,893	23%
Supplies	\$1,390,685	2%
Services	\$6,061,311	10%
Equipment	\$354,529	1%
Total	\$57,274,328	

**GENERAL FUND
TENTATIVE BUDGET
2011-2012**

Estimated Ending Balance	\$5,384,110
Decrease Fund Balance	\$4,205,473
Ending Balance:	9% of Expenditures

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SUMMARY OF 2011-2012 TENTATIVE BUDGET

Beginning Balance July 1, 2011	\$9,589,584
Total General Fund Revenue	\$54,728,214
Total General Fund Expenditures	\$57,274,327
Excess (Deficiency) of Revenue Over Expenditures	-\$2,546,113
Total Other Financing	-\$1,659,630
Increase/Decrease In Fund Balance	-\$4,205,743
Ending Balance June 30, 2012	\$5,384,110

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Budget Calendar 2011-2012

3/02/11	Budget Calendar & Budget Assumptions approved by Financial Resources Committee
3/29/11	Financial Forum
4/05/11	Budget Calendar and Budget Assumptions provided to Board of Trustees
4/07/11	Budget worksheets out to Superintendent, Vice Presidents and Cost Center Managers
5/11/11	Budget worksheets due to Business Office
6/01/11	Tentative Budget reviewed by Financial Resources Committee
6/06/11	Budget Forum
6/21/11	Adoption of Tentative Budget by Board of Trustees
July/Aug	Monitor State budget developments making modifications to Tentative Budget
8/29/11	Budget Forum
9/07/11	Budget reviewed by Financial Resources Committee
9/13/11	Adopt District Budget for 2011-2012