

## Citrus Community College District Academic Senate Council Minutes

Wednesday, March 23, 2011

2:00 p.m. – Faculty/Staff Lounge

**OFFICERS:**     **Roberta Eisel** President (P)  
                   **Nicki Shaw**, Vice President/President Elect (P)  
                   **Jack Call**, Past President (P)  
                   **Sheryl Walz**, Secretary (P)  
                   **Paul Swatzel**, Treasurer (P)

**SENATORS:**

<b>Behavioral Sciences</b>	<b>Jim Woolum (P)</b> HC/Mailroom	<b>Physical Education -Interim</b>	<b>Mary Brawner (P)</b> HH/Mailroom
<b>Biological Sciences</b>	<b>June Han (interim) (P)</b> Phys Sci./Mailroom	<b>Language Arts</b>	<b>Toby Guebert (P)</b> Lang Arts/CFI
<b>Business</b>	<b>Timothy Durfield (P)</b> Admin/Box	<b>Foreign Languages</b>	<b>Holly Colville(P)</b> Admin/Box
<b>Cosmetology</b>	<b>Patty Glover (P)</b> Cosmo/Mailroom	<b>Mathematics</b>	<b>Mohammad Trad (P)</b> Math/Mailroom
<b>Counseling</b>	<b>Michelle Plug(P)</b> Counsel/Mailroom	<b>Music</b>	<b>Gino Munoz (A)</b> Music/Mailroom
<b>CSIS</b>	<b>vacant</b> Admin/Box	<b>Physical Sci. &amp; Engineer</b>	<b>Badieh Farahani (P)</b> Admin/Box
<b>Fine Arts</b>	<b>John Vaughan (P)</b> Theatre/Mailroom	<b>Public Services</b>	<b>vacant</b>
<b>Health Sciences</b>	<b>vacant ( )</b> Tech O	<b>Social Sciences</b>	<b>Gerhard Peters (A)</b> Soc&Beh Sci/CFI
<b>Library</b>	<b>Lanette Granger(P)</b> Libr/Mailroom	<b>Automotive Tech</b>	<b>Jeremy Clark (P)</b> Auto Tech/Mailr

**AT-LARGE REPRESENTATIVES:**

**Meg O'Neil (P)**                      **Justina Rivadeneyra (P)**     Career Ctr/EmpSvcs     **Rafael Herrera (P)**Couns/Mailr

**CCFA Liaison**

**Adjunct Faculty Rep**

**vacant (A)**                      **Karen Praeger (P)**     Library  
  **Bill Zeman ( )**         Soc&Beh Sci/CFI

**Linda Swan (P)**                      **Curriculum Chair**     **David Kary ( )**         Physical Science/PhySci

**Karlyn Bradley (P)**                      Mailroom/Campus Ctr     **(P)**                      Mail/Campus Ctr

(P) = Present     (A) = Absent     (Sub) = Substitute sent     (I) = Illness

**I. CALL TO ORDER – Roberta Eisel**

**A.**     President Eisel called the meeting to order at 2:10 p.m. and thanked everyone for their patience and endurance at the last meeting.

**B.**     The agenda is set as shown.

**II. ROLL CALL – Roberta Eisel**

**A.**     Roll call is taken by sign in sheet.

27 **III. MINUTES – Sheryl Walz**

- 28 **A.** Ms. Walz called for approval of the March 9, 2011 minutes. **M/S/P**  
29 It was noted that under New Business, Item A., Lisa should read Lisa Telesca.  
30

31  
32 **IV. COMMITTEES**

33 ❖ **Curriculum Committee – David Kary**

34 The last curriculum meeting was on Thursday, 3/17. We approved 3 new courses  
35 (ENGL 216 American Latino Literature, ETHN 101 Introduction to Ethnic Studies, and  
36 NC 717 Overall Health and Wellness for Older Adults). We also approved modifications  
37 to 11 courses in ANTH, DRAF, MATH, NC, and RNRS. We deactivated 11 courses in  
38 DRAF, ENGR, and PE, and approved modifications to 1 degree (Registered Nursing)  
39 and 1 certificate (Photography). The committee also approved a change to the  
40 curriculum calendar moving the next meeting up to April 7, and making this meeting the  
41 deadline for changes to Fall schedule and catalog. We approved naming Carolyn Perry  
42 to be interim Curriculum Chair in the fall 2011 semester, and we established a new  
43 approval process for SLO changes to curriculum, and removed the “rationale” box from  
44 course-level SLOs.

45  
46 The next curriculum meeting is April 7 at 2:30 pm in IS 108. While this agenda is not yet  
47 set, I anticipate reviewing course revisions in ART, CHEM, COMM, CSIS, NC, PHYS,  
48 and RNRS. We may also be reviewing our first new Transfer degrees.  
49

50 The finalized version of a transfer degree has now been released in Math, and we  
51 anticipate one in PE/Kinesiology soon. Drafts of the degrees in Criminal Justice, Early  
52 Childhood Education, Geology, History, Physics, and Theatre are now available for  
53 review at the C-ID web site ([www.c-id.net](http://www.c-id.net)). These will be available until April 11.  
54

55 If faculty in any area would like assistance in writing or modifying courses, degrees, or  
56 certificates, please contact your division curriculum representatives, or me.  
57

58 Approval of the interim curriculum chair will be placed on the agenda for action at the  
59 next meeting.  
60

61 ❖ **Distance Education – Beverly Van Citters**

62 Bev distributed a draft attendance process. She stressed that this is a draft and will  
63 continue to be refined. Lois Papner will be at their May 23 meeting to discuss  
64 attendance. Lois spoke briefly on the use of “FW” as a grade when a student stops  
65 attending after reaching the 50% mark. Lois made a few remarks explain admissions  
66 and records view of the use of “FWs”. Due to shortness of time, this discussion will  
67 continue at the next meeting.  
68

69 ❖ **Human Resources Advisory**

70 President Eisel attended the last meeting. The committee continues to work on APs and  
71 BPs. Dr. Sammis explained how this committee also monitors to ensure diversity in  
72 hiring.  
73

74 ❖ **Program Review – Jim Woolum**

75 The program review task force is being revived for the Spring semester rather than  
76 waiting until summer. The task force hopes to complete its work before the senate’s last  
77 meeting in June. June 10 would be the task force’s final cleanup meeting.  
78  
79  
80

81 ❖ **Student Learning Outcomes and Assessment – John Vaughan**

82 The committee will be sending out Success Tips to all students by the end of the week.  
83 John asked that faculty encourage their students to look at them.  
84

85 **V. OFFICERS' REPORTS**

86 **Secretary, Sheryl Walz** – No report

87  
88 **Treasurer, Paul Swatzel** – No report

89  
90 **Past President, Jack Call** – Not present

91  
92 **Vice President/President-Elect, Nicki Shaw** – Nicki will be reporting on the nomination  
93 process under special reports.  
94

95 **CCFA Liaison, Kathy Bakhit** - They will be meeting on March 30 to discuss the evaluation  
96 policy. Everyone is invited to attend.  
97

98 **ASCC Representatives, Karlyn Bradley** – A representative fee booth is out on campus. In  
99 addition, ASCC will be attending General Assembly this weekend.  
100

101 **President, Roberta Eisel** – AP and Bp 7201, Lisa Telesca and the faculty hiring group met  
102 with Robert Sammis concerning some language changes. If you have any further  
103 changes or concerns, send them to Roberta.  
104

105 Once again, Spring Plenary is coming up in April and senate is sending 3  
106 representatives from Citrus. Roberta passed around a copy of draft resolutions, which  
107 will be looked at during plenary.  
108

109 **VI. SPECIAL REPORTS/PRESENTATIONS**

110 **A. FON, 75/25, 50% rules – Robert Sammis**

111 75/25 rule is in Title 5 and is used to determine the appropriate mix of full time faculty to  
112 adjunct faculty for a college.  
113

114 FON is the faculty obligation number given to a college by the state as its target. If the  
115 college ends up not meeting its obligation and is fined, the cost is still less than the cost  
116 of hiring a faculty member.  
117

118 At this point, Robert does not anticipate Citrus will incur a penalty for Fall 2011.  
119

120 When questioned about the hiring of a new highly paid vice president for Student  
121 Services at a time of great budget difficulties and when faculty and all other hiring has  
122 been stopped, Robert responded that Dr. Perri and her cabinet decided this position is  
123 too important not to fill and is in the best interest of the college.  
124

125 **B. Sustainable Textbook Survey – Paul Swatzel**

126 Tabled.  
127

128 **C. Safety and Student Conduct – Martha McDonald**

129 Martha advised that not all faculty are aware of the student conduct rules and of the  
130 ways they can be helpful to faculty with their student issues in the classroom. She  
131 distributed copies of the student handbook and warning and suspension letters. These  
132 and other resources are available on their website under Campus Safety on the Citrus  
133 College website.  
134

135 Safety works closely with Glendora Police Department in keeping the campus safe. The  
136 Safety department keeps the campus informed of possible risks with their emailed and  
137 posted Timely Warnings. The department also works with Glendora PD on preparations  
138 for a campus lockdown in the event of a situation.

139  
140 Ben Macias, campus security officer outlined some of the steps taken for the  
141 department's program review. He also reminded faculty to direct students who may be  
142 in crisis to the health center.

143  
144 **D. Career/Transfer Center 5 Year Plan – Justina Rivadeneyra**

145 Justina submitted the plan for the senate's approval; it will eventually also go to the  
146 board for their approval. She also reminded everyone that the task force meets  
147 tomorrow from 1-3 pm in CFI.

148  
149 The plan will be brought back for action at the next senate meeting.

150  
151 **E. Senate Nominating Committee – Nicki Shaw**

152 **1. Nominations from the Floor** – The following have previously agreed to run for  
153 office: VP/President-Elect, Kathy Bakhit, Paul Swatzel, Jim Woolum; Secretary, Brian  
154 Waddington; Treasurer, Sheryl Walz; At-Large Representatives, Margaret O'Neill,  
155 Justina Rivadeneyra and Beverly Van Citters.

156  
157 Nominations from the floor were opened but none was made. Nominations from the  
158 floor were closed so the ballot will go out with the names listed above.

159  
160 **2. Candidates' Forum** –

161 Kathy Bakhit spoke, Paul Swatzel spoke, Jim Woolum spoke, Sheryl Walz spoke,  
162 Brian Waddington had to leave before the forum, Meg O'Neill spoke, Justina  
163 Rivadeneyra spoke, Bev. Van Citters had to leave before the forum.

164  
165 Nicki closed her report by stating that ballots will be going out soon.

166  
167 **3. Faculty Survey** – this survey represents the work of the Department Chairs  
168 committee. It has been brought forward by Nicki to ask for approval to send the  
169 survey out with the election ballots. That approval was given at the last meeting. Any  
170 changes, additions, deletions, etc. should be noted on the survey when you receive  
171 it.

172  
173 President Eisel thanked Nicki and the Nominating committee for all their work.

174  
175 **VII. ACTION ITEMS**

176 **A. AP 3510 Workplace Violence**

177 Robert Sammis responded to Roberta Eisel's email concerning the use of knives in the  
178 ordinary function of an employee's duties. His reply was that it was not an issue.

179  
180 Line 40, concerning horseplay is to be removed. **M/S/P**

181  
182 **B. BP 3510 Workplace Violence** **M/S/P**

183  
184 **C. BP 3310 Records Retention** **M/S/P**

185  
186  
187  
188

- 189           **D.     Academic Senate Meeting Dates Calendar for 2011-2012**  
190           May 23 date should be May 29 and June 7 should be June 6.

M/S/P

191  
192           Jim Woolum suggested senate look into moving their meetings to CI Community Room.  
193           Roberta said she would make the request.  
194

195   **VIII.   OLD BUSINESS**

196   **A.     AP 7201 Recruitment and Selection of Full-time Faculty**

197           Line 441, change to “selected (by secret ballot) on a volunteer basis, by the department  
198           discipline where the position exists.”  
199

200           Line 498, change to “discuss duties of a chair, and then select a faculty member as  
201           chair.”  
202

203           Line 619, change “unranked” to “ranked”.

204  
205           This item will be brought to the next meeting with the changes incorporated. It will not  
206           be up for action yet.  
207

208   **B.     BP 7201 Recruitment and Selection of F/T Faculty**

209  
210   **C.     AP4100 Graduation Requirements for Degrees and Certificates**

211           Change paragraph beginning line 868 to delete everything up to the word “there”, so  
212           that it reads, “There is no limit on the number of units that may count towards both  
213           general education and major requirements”.

214  
215           Bring to next meeting for action.  
216

217   **IX.    NEW BUSINESS**

218   **A.     Discussion of Registration Waiting Lists**

219           President Eisel advised the group it is time to discuss waiting lists to find out what would  
220           go into this process – would students from the wait list automatically be added to  
221           classes? This may pose some problems so we need to get more information. She  
222           asked for volunteers for a work group and Patty Glover, Jim Woolum and Jim Mustain  
223           all agreed to serve.  
224

225   **B.     AP 7203 Evaluation of Full-Time Faculty**

226           Draft forms are also attached. John Fincher stated, per Bruce Langford, there should be  
227           an update of the evaluation process, not a revision. The CCFA negotiation team will  
228           come to department meetings, etc. to clarify.  
229

230   **C.     Budget Challenges: Follow up discussion of the college mission and senate**  
231           **areas of focus.**

232           This will be continued on future senate agendas for discussion.  
233

234   **X.    PUBLIC FORUM**

235    1.     Jim Woolum suggested senate make the topic of attendance and grading a top priority  
236           in future meetings.  
237

238    2.     Patty Glover mentioned the Cosmetology Hair Show coming up on March 31<sup>st</sup> at 7:30  
239           pm in the Haugh Performance Center. Tickets are \$10.  
240

241    3.     Justina Rivadeneyra reported today (3/24) is the college fair from 10 am to 1 pm.  
242

243 4. Nicki Shaw reported the Student Grievance committee is looking for volunteers.  
244

245 **XI. ANNOUNCEMENTS**

- 246 1. College Fair on March 24 from 10-1 pm in the campus center quad.  
247 2. The Wizard of Oz at the Haugh Performing Arts Center on March 26, 2011.  
248 3. Ragtime: The Musical, April 15-17 in the Haugh.  
249 4. Accreditation Forum – May 24 in the CI Community Room.  
250 5. Financial Forum – March 20, 2:45 pm in CI 159.

251  
252 **XII. ADJOURNMENT – Meeting adjourned at 4:05 pm.**  
253

254 **Attachments:**

- 255 #1 Draft DE Attendance Policy  
256 #2 Student Conduct PowerPoint  
257 #3 Student Conduct Letter – Warning  
258 #4 Student Conduct Letter – Suspension  
259 #5 Penalties by Violation  
260 #6 Career/Transfer Center 5 Year Plan  
261

262  
263  
264  
265 **Members and Guests Present:**

266 Bruce Langford Vince Mercurio  
267 Lois Papner Robert Sammis  
268 Raul Sanchez Lisa Telesca  
269 Beverly Van Citters  
270

271  
272 **Future Academic Senate Meeting Dates:**

<del>Sept. 8, 2010</del>	<del>March 9, 2011</del>
<del>Sept. 22, 2010</del>	<del>March 23, 2011</del>
<del>Oct. 13, 2010</del>	April 13, 2011
<del>Oct. 27, 2010</del>	April 27, 2011
<del>Nov. 10, 2010</del>	May 11, 2011
<del>Nov. 24, 2010</del>	May 25, 2011
<del>Dec. 8, 2010</del>	June 8, 2011

273  
274  
275  
276  
277  
278  
279  
280  
281  
282  
283  
284  
285  
286  
287  
288  
289

Submitted by: Linda Swan  
District Academic Senate Secretary

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

290 Citrus College Distance Education

291 Attendance and Record Keeping Policy

292

293 **Introduction:** This document constitutes the Citrus College policy regarding student  
294 attendance in online (distance education – DE) classes. It also sets forth the record-  
295 keeping requirements for such classes. This attendance policy and the accompanying  
296 record-keeping requirements address two concerns:

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

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

- 305 • Federal financial assistance – Some students at Citrus College receive Federal  
306 financial assistance funds (Title IV, HEA). Such assistance should only go to  
307 students who are attending college. If a student stops “attending” a DE class,  
308 that student is no longer eligible to receive Federal financial assistance payments.  
309

310 **Actions that constitute “attendance” in a DE class:** Student attendance in a DE  
311 class cannot be ascertained by taking roll as is the practice in traditional classes. Rather, DE  
312 attendance is demonstrated by engaging in one or more class activities that may generally  
313 be described as “active participation in the class.” A student will be deemed to have  
314 actively participated in, and thus attended, a DE class in any week in which the student  
315 participated in one or more of the following class activities:

- 316 • Group meeting (instructor and two or more students).  
317 • Individual meeting (instructor and one student).  
318 • Orientation.  
319 • Review or study session with instructor.  
320 • Seminar.  
321 • Field trip.  
322 • Library workshop.  
323 • Telephone contact between student and instructor.  
324     ○ Synchronous conversation.  
325     ○ Voice mail message left by student.  
326 • Correspondence (written) from student to instructor.  
327 • Email from student to instructor.  
328 • Posting an entry in a threaded discussion forum (such as discussion board).

# Attachment #1

- 329 • CCC Confer participation.
- 330 • Video conference participation.
- 331 • Submission of assignment. Biographical information submitted by the student
- 332 will suffice if assigned and graded by the instructor.
- 333 • Completion of test, whether online, at the Testing Center, or at any other
- 334 arranged location.
- 335 • Completion of quiz.
- 336 • Text message from student to instructor.
- 337 • FAX message from student to instructor.
- 338 • Instant message from student to instructor.
- 339 • Chat discussion participation.

340

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

346

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

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

353 This requirement will necessitate that instructors teaching DE classes keep records of  
354 such activities, both within and outside of their Blackboard class “shell.” For instance,  
355 since email sent from a student to the instructor constitutes active participation, the  
356 instructor must keep a log or other record of every email received from each student  
357 throughout the term. A similar log or record should be kept by the instructor for every  
358 phone call, text, FAX, etc. made from a student to the instructor throughout the term.

359

360

361

362

363

364

365

366

367

# Attachment #1

368 Citrus College  
369 Distance Education  
370 Date: Spring 2011  
371 Subject: Attendance policy – Sample provision for syllabus

372  
373  
374  
375

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

379  
380  
381

---

## 382 ATTENDANCE (IMPORTANT)

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

394  
395  
396  
397  
398  
399

400 **Note to DE faculty: Please contact Steve Lindsey (phone ext. 8806, or email to**  
401 **[slindsey@citruscollege.edu](mailto:slindsey@citruscollege.edu)) with any changes/corrections that you feel are appropriate. Thank you.**

402  
403

## Student Conduct

**Martha McDonald, Dean of Students  
Office of Student Affairs**



Academic Senate  
Presentation  
March 23, 2011

404  
405

## Today's Agenda

- Purpose
- Student Conduct Policies and Procedures
- Your Questions and Concerns
- Resources Available
- You are not alone!
- Campus Safety Update
- Questions?

406  
407  
408

## **Student Conduct Policies and Procedures**

## **Attachment #2**

- Ed Code 76030 – 76037
- Due Process
- BP 5500 – Standards of Conduct
- AP 5520 – Student Discipline Procedures

409  
410

## Your Concerns and Questions

- Cell phones, talking during class, tardiness, disruptive students
- Syllabus
- Maintaining boundaries
- When is enough “enough”
- Discipline process – Warning, write up, etc.
  - Warning letter
  - Suspension Letter

411  
412

## Resources Available

- Student Conduct Web page
- <http://www.citruscollege.edu/stdntsrv/studentaffairs/conduct>
- Student Conduct Handbook
- Assisting Emotionally Distressed Students
- Faculty Handbook
- In Case of Emergency (ICE) – Campus Safety 8611

413  
414

## Common Student Conduct Issues

- Article 1 – Causing; attempting to cause, or threatening to cause physical injury to another
- Article 3 – unlawful possession, use, sale, under the influence of controlled substance
- Article 11 – disruptive behavior, willful disobedience, or the open and persistent defiance of authority or district personnel

415  
416

## Academic Integrity and or Classroom Conduct Issues

- Issues relating to academic integrity and/or classroom conduct referred to the department dean
- Department dean may conduct an administrative hearing within five (5) days of the complaint
- If the college seeks to suspend or expel the student, then **formal hearing**

417  
418

## Formal Hearing

- Chair – dean of students
- 2 faculty appointed by academic senate
- 2 students appointed by ASCC
- Area dean
- 2 days after conclusion of the case
- 2 days to appeal decision

419  
420

## You Are Not Alone!

- Student Conduct Team

- Martha McDonald, Dean of Students
- Shauna Bigby, RN, College Nurse
- Lucinda Over, Dean of Counseling
- Tony Giannone, Safety Supervisor
- Jennifer McLeod, DSPS Coordinator
- Dana Hester, Biology Faculty
- Vince Mercurio, DSPS Counselor
- Dr. Mike Hurtado, Dean Soc/Behavioral Sciences
- Stephen Avalos, Counselor (MFT)
- Corporal Michael Henderson, GPD

421  
422

## Campus Safety Update

- Participate in student conduct committee
- Partnership with GPD officer
- Timely Warnings
- Program Review – available on the web
- New equipment
- Lock down drills with GPD

423  
424

CITRUS COMMUNITY COLLEGE  
STUDENT CONDUCT  
WARNING LETTER

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

ID: \_\_\_\_\_

This letter serves as a courtesy warning that your behavior is unacceptable and violates the standards of student conduct established by the Citrus College Board Policy BP-5500 (see attached). In addition to conforming to the standards of conduct, I expect you to treat me and your fellow students with the same courtesy and respect that you would like to be given. In the event you continue to violate the standards of student conduct, I will not hesitate to suspend you from my class for up to two days. Upon doing so, I will report the matter to Campus Safety, the Dean of \_\_\_\_\_

\_\_\_\_\_ Department and the Dean of Students - Ms. Martha McDonald, for further action.

Name of Dean  
This may include, per BP-5500 and AP-55520, reprimand, disciplinary probation, disciplinary suspension, summary suspension, and expulsion.

My goal is to maintain a positive learning environment for all students. I hope you will join me in achieving this goal.

Please see me on \_\_\_\_\_ so we can discuss how  
Appointment Date, Time & Place  
your behavior prompted this warning.

Sincerely,

\_\_\_\_\_

Cc: \_\_\_\_\_  
Name of Department                      Name of Dean

# Attachment #4

CITRUS COMMUNITY COLLEGE  
STUDENT CONDUCT  
NOTICE OF SUSPENSION BY INSTRUCTOR

Date: \_\_\_\_\_

Attention: \_\_\_\_\_ ID: \_\_\_\_\_

You are in violation of the standards of student conduct established by the Citrus College Board Policy BP-5500 (see attached). As a consequence, you are hereby suspended from this \_\_\_\_\_ class for today and the following class meeting.  
Name of Class

I will report this matter to Campus Safety, the Dean of \_\_\_\_\_,  
Department  
\_\_\_\_\_ and the Dean of Students Ms. Martha McDonald, for further action.  
Dean's Name

This may include, per BP-5500 and AP-5520, reprimand, disciplinary probation, disciplinary suspension, summary suspension, and expulsion.

Please report immediately to \_\_\_\_\_ in \_\_\_\_\_ and present this  
Dean's Name Room Number

letter. At that time you will be informed of your due process rights and your options.

Sincerely,

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Print Instructor's Name

**Reason for suspension:**

- Material obstruction or disruption of instruction
- Willful defiance of the valid authority of supervisor or instructor
- Assault, battery, abuse
- Threat of force or violence
- Conduct which threatens or endangers health and safety
- Damage to property of Citrus College or of a member of the college community

Cc: \_\_\_\_\_ - Dean of \_\_\_\_\_  
Dean's Name Department

Ms. Martha McDonald - Dean of Students

427  
428  
429  
430  
431  
432  
433

# Attachment #5

VIOLATION	Incident Date	BP-5500	HEARING	ACTION	Formal Hearing
Hit & Run S2 Lot	9/1/2010	1	show	Disc. Probation fall 2010	
Weapon & harassment	09 & 2010	1	show	Summary Suspension 9/9/10 - 9/23/10. Hearing 9/22/2010. Student Suspended thru fall2010 with recommendation for evaluation.	
Marijuana	10/20/2010	3	show	Probation Winter & Sp. 2011	
Marijuana	1/26/2011	3	show	Probation Sp.2011	
Under the influence of Alcohol	3/22/2011	3			
Stolen property	9/7/2010	6			
Defiance towards officer	7/1/2010	11	show	Verbal warning given.	
Fire Alarm	12/15/2010	11		Letter of Reprimand	
Student misconduct.	2/18/2011	11	Show	suspension Sp. 2011 with mental health recommendation	x
Plagiarism	1/5/2011	12	Show	Suspension winter 11 & spring 11 semesters	
Sale/purchase add code	9/2/2010	13	show	Written reprimand sent certified	x
Filed false security report	2/10/2011	13			
Profanity towards Security Officer & owl patrol	3/2/2011	15	Show	Reprimand w/ recommendation to see a counselor in Health Center.	
Student Misconduct	9/30/2010	1, 9,16	show	1 game suspension + 1 year probation thru June 18,2010	x
Hit/Run & Marijuana	10/11/2010 & 10/20/2010	1,5,20	show	Probation for fall 2010.	
Student Misconduct	7/22/ & 9/1/2010	10,11	Undeliverable	Hold	
libelous or slanderous	10/2/1009	11, 16			
Student Misconduct	10/5/2010	11, 17	show	Warning Letter	
Student Misconduct	12/2/2010	11,9,17	show	Probation Winter & Sp. 2011	
Sale/purchase add code	9/2/2010	13,17	show	Disc. Suspension for fall 2010 and winter 2011	x
Student Misconduct	10/11/2010	9, 11	show	Disciplinary Prob.fall 2010 <span style="color: red;">Suspended thru June 18, 2011</span>	
Student Misconduct	11/4/2010				
Student Misconduct	11/4/2010				
Intoxication S9 Lot	3/9/2011				
Assault on an employee	3/14/2011				

434

# Attachment #5

VIOLATION	Incident Date	BP-5500	HEARING	ACTION	STD DISC COMM
Assault on student	9/17/2009	1	show	Disc. Suspension + 1 yr. Probation thru june 2010	x
Assualt on student	9/17/2009	1	show	Disc. Probation thru Spring 2010	x
Marijuana	7/7/2009	3	show	Probation thru Fall 2009 Sem.	
Marijuana	3/4/2010	3	Show	Disc. Probation thru Spring 2010	
Student Misconduct	3/4/2010	3	Show/Attny	Disciplinary Suspension thru SS-2010	
Student Misconduct	3/4/2010	3	Show	Probation Spring 2010	
Marijuana on campus	3/16/2010	3	show	One yr. probation	
Marijuana	3/16/2010	3	show	Disc. Prob. Thru sp. 2010	
Marijuana on campus	3/24/2010	3	show	Disciplinary Prob. Thru sp. 2010	
Alcohol	5/27/2010	3	show	Probation SS-2010 & Fall 2010.	
Multiple charges / Grand Theft	9/9/2009	6	Show	Suspension Fall 2009, Winter 2010, Sp 2010	
Bookstore theft (book)	3/16/2010	6	Show	Disciplinary Probation thru. Sp. 2010	
Disruptive Behavior	7/1/2009	11	Show	Warning	
Cheating, bribery	12/11/2009	12	Show	Disciplinary Probation	
Falsified Parking Permit	5/4/2010	13	Show	Letter reprimand	
Falsified Parking Permit	5/4/2010	13	Show	Letter reprimand	
Inappropriate behavior	3/1/2010	15	show	Letter of reprimand & see counselor	
Inappropriate behavior	3/1/2010	15	Show on	Letter of Reprimand & appt w. counselor	
Insults & Abuse	10/6/2009	1, 9, 11	No Show	Suspended fall 09, winter 2010. Disc. Probation thru Spring 2010. Must meet with Dean McDonald prior Spring enrollment.	x
Treatening gestures/disruptive behavior	2/17/2010	1,11	show	Disciplinary Probation thru Spring 2010	
Obscenities towards Security officer	3/23/2010	1,11, 15.	show	Formal reprimand + see counselor in Health cntr.	
Threat, damage to Dist. Prop.,misconduct.	3/29/2010	1,5,10,16.	show	Apology to Prof. Ghidella	
Misconduct	10/7/2009	11, 17	Show	reprimand	
Student Misconduct	2/26/2010	11,20	Show	Formal Reprimand	
Misconduct	10/7/2009	11,20.	Show	reprimand	
Fire/cosmetology	7/1/2009	2, 11	No Show	Expulsion	
Hit another car while texting in a TTEN vehicle	3/17/2010	5,10	No show	Probation sp. 2011 Not allowed to drive district vehicle	x
Plagiarism/Theft	12/10/2009	6,12		Disciplinary susp. W2010, SP2010 + Probation	x
Petty Theft	4/23/2010	6,14	show	Suspended thru Sp. 2011 + seek counseling for problem of stealing.	



# Attachment #6

Objective	Activities	Responsible Person(s)	Timeline
	underserved communities.		
	4. Provide transfer and career counseling through collaboration with federally funded programs that serve underrepresented students on campus.	CTC Coordinator/ Project Directors	Ongoing
	5. Work with the Center for Teacher Excellence (CFTE) Program to seek grant funding to support transfer efforts for underrepresented students.	CTC Coordinator/ Dean of Counseling/ CFTE Counselor	Spring 2011-Fall 2012
	6. Coordinate transfer activities to increase transfer to four-year universities as dictated by the college's Strategic Plan.	CTC Coordinator/ CTC Team	Ongoing

456  
457  
458  
459  
460  
461

**B.** *Ensure the provision of academic planning for transfer, the development and utilization of transfer admission agreements with four-year institutions where available and as appropriate, and the development and utilization of course-to-course and major articulation agreements. Academic planning and articulation activities shall be provided in cooperation with student services, with faculty and with four-year college and university personnel as available. [Section 51027(b.1.B)]*

Objective	Activities	Responsible Person(s)	Timeline
<b>❖ Continue to build curriculum that supports a diverse campus and transfer</b>	1. Assist in the facilitation of AA-T and AS-T development mandated by Senate Bill 1440: develop materials to advertise the creation of new transfer degrees, understand and communicate the admissions components to AA-T and AS-T degrees, help faculty identify courses that “double count”, coordinate with the dean of admissions and counseling to ensure compliance, and facilitate the submission of courses to C-ID.	Articulation Officer/CTC Coordinator	Fall 2011 and Ongoing

462  
463  
464  
465  
466

**C.** *Ensure that students receive accurate and up-to-date academic and transfer information through the provision of coordinated transfer counseling services. [Section 51027(b.1.C)]*

# Attachment #6

Objective	Activities	Responsible Person(s)	Timeline
<b>❖ Provide students with accurate transfer information</b>	1. Provide training each fall and spring semester for all counseling and advisement staff (including part-time staff) regarding transfer information. Include university representatives in at least one training a year.	CTC Coordinator	Fall/Spring
	2. Encourage the implementation of a degree audit system that interacts with ASSIST, the official statewide repository of course articulation for the California Community Colleges with the UC and CSU systems.	CTC Coordinator/ Dean of Counseling/ Articulation Officer/ TeCS	Spring 2012- Spring 2014
	3. Provide workshops and individual counseling that cover TAG, CSU, UC, and independent college applications.	CTC Coordinator/ TAG Designee	Fall/Spring- Ongoing
	4. Use TAG as an intrusive counseling tool, intervening when minimum GPA and/or units are lacking.	CTC Coordinator/ TAG Designee	September- November
	5. Establish subscriptions for all counselors and advisors to the statewide transfer counselor website <a href="http://www.ccctransfer.org">www.ccctransfer.org</a> Work with TeCS to designate the transfer counselor website as their home page.	CTC Coordinator/ TeCS	Spring 2012
	6. Increase student participation and postings to the “Citrus College Career Transfer Center” facebook page.	CTC Team	Ongoing

467  
468  
469  
470  
471  
472  
473  
474  
475  
476

*D. Monitor the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan. [Section 51027(b.1.D)]*



# Attachment #6

Objective	Activities	Responsible Person(s)	Timeline
❖ <b>Refer transfer students to other support services</b>	1. The Career/Transfer Center will continue to communicate and collaborate with Student Services through participation in Coordinator Meetings, Counselor Workgroup, and participation on advisory committees for EOP&S and DSP&S.	CTC Coordinator	Ongoing
	2. Educate students about scholarship opportunities by offering at least two presentations in conjunction with Financial Aid.	CTC Coordinator	September-March
	3. Advertise grant funded activities that relate to transfer on the Transfer Center college web page.	CTC Coordinator/ Grant Counselors	Ongoing

489  
490  
491  
492

*F. Assist students in the transition process, including the timely completion and submittal of necessary forms and application. [Section 51027(b.1.F)]*

Objective	Activities	Responsible Person(s)	Timeline
❖ <b>Provide students with transition services</b>	1. Assist students with completing online applications during individual counseling appointments, workshops, and open forums.	CTC Coordinator/ CTC Team	Fall
	2. Participate in the UC Data Sharing Project every year. Use the information to monitor prospective UC students. Send electronic application reminders and transfer information to students.	CTC Coordinator/ CTC Team	Spring
	3. Expand student access to computers for transfer research and submission of university applications.	CTC Coordinator	Fall 2011
	4. Advocate for students who believe their denial of admission from a baccalaureate-level university is unfair or incorrect by offering counseling support in this area each May.	CTC Team	October-May
	5. Coordinate the UC Reader Project for students and invite	CTC Coordinator	Fall



# Attachment #6

513  
514  
515

**G.** *In cooperation with four-year college and university personnel as available, develop and implement a schedule of services for transfer students to be provided by the four-year institution' staff. [Section 51027(b.1.G)]*

Objective	Activities	Responsible Person(s)	Timeline
❖ <b>Coordinate services with four-year institutions</b>	1. Offer transfer awareness events where university representatives are encouraged to participate, such as "Choosing a College" and "After the Envelope" workshops.	CTC Coordinator/ CTC Team	Fall/Spring
	2. Inform student services faculty/staff of scheduled visits by university representatives.	CTC Coordinator/ CTC Team	Ongoing
	3. Actively participate in SCHEC (Southern California Higher Education Council) by providing a college fair each spring term. Maintain membership in SCHEC where private/independent colleges and universities disseminate transfer information. Encourage university reps to create electronic flyers advertising their scheduled visits for posting on the CTC webpage, coordinate and advertise Transfer Days/University, and invite college representatives to conduct training for counselors/advisors and facilitate transfer workshops for students at least once a year.	CTC Coordinator/ CTC Team	Fall/Spring

516  
517  
518  
519

**H.** *Provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to four-year colleges and universities, and related transfer information. [Section 51027(b.1.H)]*

Objective	Activities	Responsible Person (s)	Timeline
❖ <b>Maintain a resource library</b>	1. Maintain an updated library of California College and university catalogs.	CTC Secretary/ CTC Team	Ongoing
	2. Subscribe to College Source for online catalog viewing.	CTC Secretary	Spring

520  
521

522      **II.      Facilities**

523

524      Each district governing board shall designate a particular location on campus that is readily identifiable and accessible to  
 525 students, faculty and staff as the focal point of transfer functions. [Section 51027(b.2)]  
 526

Objective	Activities	Responsible Person (s)	Timeline
<b>❖ Facilities</b>	<ol style="list-style-type: none"> <li>1. Work with Student Services professionals on the transition to the new Student Services Building in 2011.</li> <li>2. Ensure the Career/Transfer Center is readily identifiable and accessible in the new Student Services Building.</li> </ol>	<p>CTC Team</p> <p>CTC Team</p>	<p>Fall 2010 Spring 2011</p> <p>Fall 2010 Spring 2011</p>

527

528      **III.      Staffing**

529

530      Each district governing board shall ensure that staff is assigned to coordinate the activities of the transfer center; to coordinate  
 531 underrepresented student transfer efforts; to serve as liaison to articulation, to student services, and to instructional programs on  
 532 campus; and to work with four-year college and university personnel. Clerical support for the transfer center shall also be  
 533 provided.  
 534

Objective	Activities	Responsible Person (s)	Timeline
<b>❖ Staffing</b>	<ol style="list-style-type: none"> <li>1. Advocate for the maintenance of the current CTC Team: CTC coordinator, transfer counselor, program secretary, career counselor, two educational advisors, a clerk typist, and two student workers.</li> <li>2. Submit *FNIC requests to hire full-time counselors for the CT Center as outlined in program reviews.</li> </ol> <p>*(Faculty Needs Identification Committee)</p>	<p>CTC Coordinator/VP of Student Services/Dean of Counseling</p> <p>CTC Coordinator/Dean of Counseling</p>	<p>Ongoing</p> <p>Fall 2011</p>

535

536

537

538

# Attachment #6

539 **IV. Advisory Committee**

540  
541  
542  
543  
544

An advisory committee shall be designated to plan the development, implementation and ongoing operations of the transfer center. Membership shall be representative of campus departments and services. Four-year college and university personnel shall be included as available. [Section 51027(b.4)]

Objective	Activities	Responsible Person (s)	Timeline
❖ <b>Advisory Committee</b>	1. Continue the Transfer Task Force Committee which is made up of the following representatives: UCLA, UC Berkeley, UC Irvine, UC San Diego, CSU Pomona, CSU Fullerton, Azusa H.S., Monrovia H.S., Deans from Counseling, Science, Math, Language Arts, Behavioral Sciences, ASCC student representative, student services faculty members, Career/Technical Education Representative and the CTC Team.	CTC Coordinator/ CTC Secretary	Fall/Spring
	2. Hold two annual Transfer Task Force meetings that support and strengthen transfer activities on campus. Specific emphasis is placed on improving the transfer function and removing barriers to transfer.	CTC Coordinator	Fall/Spring

545  
546  
547  
548  
549  
550  
551  
552  
553  
554  
555  
556  
557  
558  
559

# Attachment #6

560 **V. Evaluation and Reporting**

561

562 Each district governing board shall include in its Transfer Center Plan an institutional research plan for ongoing internal  
 563 evaluation of the effectiveness of the college’s transfer efforts, and the achievement of its Transfer Center Plan. Each community  
 564 college district shall submit an annual report to the Chancellor describing the status of the district’s efforts to implement its  
 565 transfer centers, achievement of transfer center plan targets and goals, and expenditures supporting transfer operations.  
 566

Objective	Activities	Responsible Person (s)	Timeline
❖ Evaluation and Reporting	1. Complete Annual Transfer Center Report for the Chancellor’s Office.	CTC Coordinator	Fall
	2. Complete an end of the year report for the dean of counseling and vice president of student services.	CTC Coordinator/ CTC Secretary	Summer
	3. Administer a transfer survey to Citrus College graduating students.	CTC Team/VP of Student Services	Spring
	4. Maintain a central Career/Transfer Center student database.	CTC Secretary/ CTC Clerk Typist	Ongoing
	5. Continue to access program level student learning outcomes.	CTC Coordinator/ Institutional Researcher	Fall 2011
	6. Continue to serve on the Institutional Research Planning Committee (IRPC).	CTC Coordinator	Ongoing

567

568