

## Citrus Community College District Academic Senate Council Minutes

Wednesday, May 25, 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>( )</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 (P)</b> Soc&Beh Sci/CFI
<b>Library</b>	<b>Lanette Granger(P)</b> Libr/Mailroom	<b>Automotive Tech</b>	<b>Jeremy Clark (A)</b> Auto Tech/Mailr

**AT-LARGE REPRESENTATIVES:**

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

**CCFA Liaison**

**Adjunct Faculty Rep**

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

**Linda Swan (P)**                      **Curriculum Chair**     **David Kary (P )**     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 2:11 p.m. There were no changes to the agenda.

**II. ROLL CALL – Roberta Eisel**

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

**III. MINUTES – Sheryl Walz**

**A.** Ms. Walz called for approval of the May 11, 2011 minutes.                                      **M/S/P**

27 **IV. COMMITTEES**

28 ❖ **Curriculum Committee – David Kary**

29 The curriculum committee last met on May 12. At that meeting we approved 25 course  
30 modifications in KIN and SPAN, 1 course deactivation in MOTO, and one certificate  
31 deactivation (Advanced Drafting Technology – CAD).

32  
33 We also had an extensive discussion of course currency issues, and approved two  
34 motions regarding this:

35 Any course that has not been reviewed by curriculum in the last six years and should  
36 not be scheduled as of winter 2012.

37 Any course that has not been reviewed in the last six years and has not been offered in  
38 the last two years should be deactivated.

39  
40 Since the last senate meeting most of the 90+ classes that were a concern have either  
41 moved forward in the approval process or been launched for deactivation. However,  
42 there are still some that are awaiting additional work by the originators.

43  
44 New transfer degree models have now been finalized in the following areas:  
45 Administration of Justice, Early Childhood Education, Geology, History, Physics, and  
46 Theatre. Faculty in these areas have already been contacted and some have been  
47 begun work on developing these degrees.

48  
49 If faculty in any area would like assistance in writing or modifying courses, degrees, or  
50 certificates, please contact your division curriculum representatives or me.

51  
52 **V. OFFICERS' REPORTS**

53 **Secretary, Sheryl Walz** – No report.

54  
55 **Treasurer, Paul Swatzel** – No report.

56  
57 **Past President, Jack Call** – Not present.

58  
59 **Vice President/President-Elect, Nicki Shaw** – Ms. Shaw is working with Linda Swan to  
60 update and verify the faculty committee assignments for next year. She is also working  
61 on updating representatives' terms. Please let her know if you haven't already  
62 responded to the rep terms request.

63  
64 **CCFA Liaison, vacant** - Not present.

65  
66 **ASCC Representatives, Karlyn Bradley** – Students will be holding elections next week.

67  
68 **President, Roberta Eisel** – Dr. Perri announced at steering that the Vice President of Student  
69 Services position is being re-flown. Dr. Perri hopes to take a recommendation to  
70 the board of trustees in the fall. Roberta added that the same 3 faculty who served  
71 on the panel for the first round will be nominated again if they are willing to serve.  
72 The Ed Master plan will go to the next steering for approval.

73  
74 The new Strategic Plan and the Integrated Planning Model were both approved at  
75 steering on May 23<sup>rd</sup>.

76  
77  
78  
79

80 **VI. SPECIAL REPORTS/PRESENTATIONS**

81 **A. Progress on Campus Safety – Martha McDonald**

82 Dr. McDonald reported on the soft-lockdown that was carried out in 3 buildings on  
83 campus this past February with the assistance of the Glendora Police Department.  
84 Campus Safety learned a number of things from that lockdown.

85  
86 A memo will be going out in the near future from President Eisel and Dr. McDonald  
87 announcing an all-campus lock down on June 2<sup>nd</sup>, again with the cooperation of GPD.  
88 Only some buildings will actually be targeted but Martha wants all buildings to follow the  
89 prescribed procedures. This will entail some disruption to classes but is an extremely  
90 important safety exercise. Faculty expressed some dissatisfaction with the lack of  
91 sufficient notice about the drill. In future they would like to see an announcement made  
92 at Convocation so that the drill could be planned for in their syllabus. Again, Dr.  
93 McDonald stressed the importance of this exercise and reminded those present that a  
94 real event of this type would not come with advance warning, or at a necessarily  
95 convenient time.

96  
97 **VII. ACTION ITEMS**

98 **A. Curriculum Committee Recommendations on Course Currency**

- 99 1. **Any course that has not been reviewed by the curriculum committee in the**  
100 **last six years should not be scheduled as of winter 2012.**  
101 2. **Any course that has not been reviewed in the last six years and has not**  
102 **been offered in the last two years should be deactivated so that they it will**  
103 **not go into the catalog.**

104  
105 The curriculum committee voted on May 12 to recommend these 2 actions to the  
106 academic senate. The senate approved the recommendations with 1 minor grammatical  
107 change. **M/S/P**

108  
109 **B. BP 7203 – Evaluation of Full-Time Faculty**

110 This BP was overlooked when the senate previously approved the AP which goes with  
111 it. **M/S/P**

112  
113 **VIII. NEW BUSINESS**

114 **A. Senate Recognition Resolutions**

115 Mrs. Eisel is in the process of drafting resolutions for upcoming retirements. She will  
116 bring them to the June 8 senate meeting for the body to vote approval of them, and then  
117 present them to the recipients.

118  
119 **B. Possible Summer 2011 Meetings**

120 President Eisel has been getting questions and is concerned about what happens if  
121 major decisions need to be made during summer when senate does not meet. For that  
122 reason, she asked the body it's thoughts on scheduling several meetings during the  
123 summer. These meetings could be cancelled if no business arises to be taken care of.

124  
125 There was some discussion about the ability to raise a quorum during the summer  
126 months. For that reason, it was suggested that email voting or teleconferencing  
127 meetings could act as a substitute for in-person meetings. Ms. Eisel will consult with  
128 Robert Sammis about whether or not these types of meetings would meet the  
129 requirement of the Brown Act.

130  
131 It was the consensus to continue to explore these options.

132  
133

- 134 C. **Senate Representatives – Terms of Service**  
135 Previously reported under Vice President’s report.  
136

137 IX. **OLD BUSINESS**

138 A. **Program Review Task Force Recommendations**

139 Mr. Woolum stated the attached forms are the final format. This will be brought to the  
140 next meeting for action.  
141

142 B. **Academic Senate Self-Evaluation**

143 If you haven’t returned your evaluation yet, please send to Roberta Eisel, Nicki Shaw or  
144 Linda Swan. E-board will review the evaluations next Tuesday.  
145

146 C. **Assembly Bill 515**

147 Mr. Karlyn Bradley reported the bill has gone through several pre-votes and has been  
148 approved at each step. A third read is scheduled but the date for that is currently  
149 unknown.  
150

151 Ms. Eisel noted that different bodies have different ideas about whether or not this bill is  
152 a good idea. Karlyn offered to try and find the most recent version of the bill.  
153

154 D. **Program Discontinuance – Collision Repair Public Discussion**

155 No new information.  
156

157 E. **Registration Wait List – Work Group Report – Roberta Eisel**

158 The group discussed what Banner can do. Linda Welz urged the college to move  
159 cautiously and believes a pilot program should be implemented first. The consensus of  
160 the work group was to continue their discussions. Questions from the group were sent  
161 out to other colleges, which also use Banner. Roberta will report back at the next senate  
162 meeting on the answers to they receive.  
163

164 F. **Attendance and Grading discussion – AP 4230 and AP 5070**

165 Copies of AP 4223, Withdrawal from Courses, were distributed to the body.  
166

167 Discussion of the subject took place in the recent DE meeting. There are faculty  
168 concerns about the use of FW grades. I was suggested that a check off sheet could be  
169 used to verify that students continue to attend each class for financial aid (or Veteran’s  
170 grant) purposes.  
171

172 The APs listed above and currently in effect may be in conflict with what the federal  
173 financial aid regulations are moving toward. The questions arise, do faculty take  
174 attendance, do they take attendance after census date, do they need to take  
175 attendance?  
176

177 This will be kept on the agenda and also will be brought up at Big 5.  
178

179 G. **Funding Concerns and Budget**

180 Copies of Dr. Perri’s e-memo were distributed. Ken Guttman will be the new  
181 appointment from the senate to the fiscal services committee. The physical resources  
182 committee (concerning facilities) also need additional faculty involvement.  
183

184 It was noted that several senators have been told that Citrus College recently paid  
185 \$200,00 to have the street in front of the college paved.  
186  
187

188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242

## X. PUBLIC FORUM

1. One faculty member raised the question of why faculty are only paid 10 months rather than 12. Jim Woolum suggested that it may have to do with the requirements of the L.A. county office, which cuts the checks.

## XI. ANNOUNCEMENTS

1. Honors Reception on May 26, 2011 at 3 p.m.
2. Spring Choral concern May 28, 2011.
3. June 2, 2011 Academic Achievement Awards in the Campus Center.
4. Budget Forum on June 6, 2011 at 10 a.m.
5. Commencement on June 18, 2011 at 10 a.m.

## XII. ADJOURNMENT

Meeting adjourned at 3:56 p.m.

### Attachments:

- #1 AP 4223, Withdrawal from Courses
- #2 AP 4230, Attendance
- #3 DE Attendance and Record Keeping Guidelines
- #4 E-Memo from Dr. Perri on May Budget Revise

### Members and Guests Present:

Raul Sanchez

### Future Academic Senate Meeting Dates:

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

submitted by: Linda Swan  
District Academic Senate Secretary

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

## CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

### AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

**References:** Education Code Section 78224;  
Title 5 Sections 55021, 55022, 55023, and 55024

The Board of Trustees of the Citrus Community College District establishes this administrative procedure for the evaluation of student performance based on sound academic principles and consistent with the requirements of Title 5 Regulations for California Community Colleges. This grading procedure shall apply to all degree-applicable and non-degree applicable credit courses.

#### Academic Record Symbols and Grade Point Average

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
FW	Failing/Withdrawal (Indicates that a student ceased participating in a course after the drop date without achieving a final passing grade.)	0
P	Passing (at least satisfactory, units awarded, not counted in grade point average)	
NP	No Pass (less than satisfactory, or failing, units not counted in grade point average)	

Students have the option to be evaluated on a Pass/No Pass grading basis in courses approved for this option by the Curriculum Committee. Courses approved for the Pass/No Pass Option shall be so indicated in the college catalog. A student must declare the option by no later than 30% of the term, or the fourth Friday of a full semester course by filing a Pass/No Pass petition in the Office of Admissions and Records. The Pass/No Pass option became effective Summer 2009 and replaces Credit/No credit.

Instructors shall have the authority to assign an "F" (Failing) on a test, paper, or examination for cheating or plagiarism and may refer the student for additional disciplinary action.

## CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

### AP 5070 ATTENDANCE

References: Title 5 Sections 58000 et seq.

Pursuant to Education Code Section 58000, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Appropriate support records include the following:

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course;
- Selection of a single primary term length for credit courses;
- Reporting of FTES during the "first period" (between July 1 and December 31) and "second period" (between July 1 and April 15);
- Compliance with census procedures prescribed by the state Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis;
- Preparation of census day procedure tabulations;
- Preparation of actual student contact hours of attendance procedure tabulations;
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations;
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information;
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she served;
- Verification of a minimum of 175 days of instruction during the fiscal year.

#### Attendance Requirements

Students are expected to attend all meetings of the courses in which they are enrolled. Meetings include regularly scheduled sessions of the course, and other required activities such as field trips, athletic meets, and performance. It is the responsibility of the instructor to notify the students of all such required activities early enough in the semester to enable students to attend all meetings.

# Attachment #3

247 Citrus College Distance Education *DRAFT (5/20/11)* Spring 2011

## 248 Attendance and Record Keeping Policy Guidelines

249

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

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

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

- 262 • Federal financial assistance – Some students at Citrus College receive Federal  
263 financial assistance funds (Title IV, HEA). Such assistance should only go to  
264 students who are attending college. If a student stops “attending” a DE class,  
265 that student is no longer eligible to receive Federal financial assistance payments.  
266

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

- 274 • Group meeting (instructor and two or more students).
- 275 • Individual meeting (instructor and one student).
- 276 • Orientation.
- 277 • Review or study session with instructor.
- 278 • Seminar.
- 279 • Field trip.
- 280 • Library workshop.

281

282

283 • ~~Telephone contact between student and instructor.~~ *DRAFT (5/20/11)*

284 • ~~Synchronous conversation.~~

285 • ~~Voice mail message left by student.~~

286 • ~~Correspondence (written) from student to instructor.~~

## Attachment #3

- 287 ~~• Email from student to instructor.~~
- 288 • Posting an entry in a threaded discussion forum (such as discussion board).
- 289 • CCC Confer participation.
- 290 • Video conference participation.
- 291 • Submission of assignment (biographical information submitted by the student
- 292 will suffice if assigned and graded by the instructor).
- 293 • Completion of test, whether online, at the Testing Center, or at any other
- 294 arranged location.
- 295 • Completion of quiz.
- 296 ~~• Text message from student to instructor.~~
- 297 ~~• FAX message from student to instructor.~~
- 298 ~~• Instant message from student to instructor.~~
- 299 • Chat/message board discussion participation.

300

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

306

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

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

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

319

*DRAFT (5/20/11)*

320 Citrus College

321 Distance Education

322 Date: Spring 2011

323 Subject: Attendance ~~policy guidelines~~ – Sample provision for syllabus

324

325

326

# Attachment #3

327

328

*Set forth below is a sample provision that might be added to the syllabus for your DE class.*

329

*Naturally, you can reword all or portions of this provision in order to better fit the unique design of your course.*

330

331

332

333

334

## **ATTENDANCE (IMPORTANT)**

335

336

337

338

339

340

341

342

343

344

345

346

347

348

349

350

351

352

**Note to DE faculty: Please contact Steve Lindsey (phone ext. 8806, or email to**

353

**[slindsey@citruscollege.edu](mailto:slindsey@citruscollege.edu)) with any changes/corrections that you feel are appropriate. Thank you.**

354

355

356



CITRUS COMMUNITY COLLEGE DISTRICT 1000 W. Foothill Blvd., Glendora, CA 91741-1899

357

358 DATE: May 24, 2011  
359 TO: Citrus College Colleagues  
360 FROM: Geraldine M. Perri, Ph.D., Superintendent/President  
361 RE: **Governor's May Revise for 2011**

362 I trust that you are having a productive spring semester and remain energized by the  
363 accomplishments of our students and the entire college community. One of the annual rituals  
364 of spring for California's community colleges includes the release of the May Revise—a  
365 revision of the Governor's budget proposal for the coming year. Never has the process been  
366 more highly anticipated than this year, due to the budget deliberations that took place in  
367 Sacramento and around the state.

368 Governor Brown released his May Revise for 2011-2012 last week. Due to an unexpected  
369 increase in state revenues, I am pleased to report that the news for community colleges was  
370 somewhat positive relative to the Governor's budget released in January. The Department of  
371 Finance identified an increase in revenues of \$6.6 billion for 2010-2011 and 2011-2012.  
372 Combined with the cuts made by the Legislature in March, the Chancellor's Office estimates  
373 that the budget shortfall is now approximately \$10.8 billion—down from \$26.6 billion in  
374 January.

375 Based on the likelihood that the new revenues may have lessened much of the urgency and  
376 support for tax extensions, the Governor has recast his argument, saying tax extensions are  
377 necessary to help the state reduce an accumulated "wall of debt." For community colleges,  
378 the Governor is proposing a \$350 million buy down of the inter-year deferral, which is currently  
379 at \$961 million. **While the Chancellor has praised this as "badly needed resources in this  
380 difficult year," the Community College League of California believes this money could  
381 have been used to fund enrollment for an additional 48,400 full-time students.**

382 Regardless of how it is applied, the additional revenues make it less likely that community  
383 colleges will be subject to the worst case scenario of an all-cuts budget that was identified in  
384 February. However, the Governor is still basing his revised budget on the premise that four  
385 Republicans will vote on tax extensions to close the deficit. In the event tax extensions are not  
386 approved, either by the Legislature or the voters, **the May Revise is not specific, but it  
387 suggests an additional cut of \$5 billion to Proposition 98 funding.**

388 In spite of the increase in state revenues, there are still some serious threats to our local  
389 budget, including:

# Attachment #4

390 • The possibility that the tax extensions will not be approved – difficult negotiations lie ahead  
391 between the Governor and state legislators, many of whom are adamantly opposed to tax  
392 extensions.

393 • The reliability of the revenue estimates may be uncertain – the Department of Finance has  
394 been unable to thoroughly explain why the revenues have improved so significantly.

395 • The uncertainty of the passage of budget solutions, including redevelopment.

396 • A different set of programmatic priorities may arise in the Legislature. The May Revision  
397 represents the Governor's plan, but each house of the Legislature will also come up with their  
398 own budget proposals.

399 Given the present uncertainties, Citrus College will move forward to develop our tentative  
400 budget for 2011-2012, based on the budget assumptions that were adopted in April. By  
401 "preparing for the worst and hoping for the best," the college will remain on firm financial  
402 footing and be positioned to fulfill the college mission and achieve the goals of our new  
403 Strategic and Educational Master Plans.

404 As you endeavor to bring the spring semester to a successful conclusion and share in the joys  
405 and celebrations of many student achievements, please "stay tuned." We will continue to  
406 monitor the budget situation and keep you informed of new developments.

407 □  
408  
409