

## Citrus Community College District Academic Senate Council Minutes

Wednesday, September 22, 2010

2:00 p.m. – Faculty/Staff Lounge

**OFFICERS:**     **Roberta Eisel** President (P)  
                   **Nicki Shaw**, Vice President/President Elect (P)  
                   **John Vaughan**, Past President (P)  
                   **Sheryl Walz**, Secretary (P)  
                   **Paul Swatzel**, Treasurer (P)  
                   **Dave Kary**, Curriculum Chair (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>Dana Hester (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(A)</b> Counsel/Mailroom	<b>Music</b>	<b>Gino Munoz (P)</b> Music/Mailroom
<b>CSIS</b>	<b>vacant</b> Admin/Box	<b>Physical Sci. &amp; Engineer</b>	<b>Badieh Farahani (A)</b> Admin/Box
<b>Fine Arts</b>	<b>Dan Volonte/Cherie Brown (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 Technology</b>	<b>Jeremy Clark (P)</b> Auto Tech/Mailr

**AT-LARGE REPRESENTATIVES:**

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

**CCFA Liaison**

vacant     (A)

**Adjunct Faculty Rep**

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

Linda Swan (P)

**Karlyn Bradley (P)**             Mailroom/Campus Ctr                             ( )     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. with no change to the agenda.

**II. ROLL CALL – Roberta Eisel**

**A.**     Roll call is taken by sign in sheet. Mrs. Eisel had everyone introduce themselves. She also asked that people addressing the body speak up so the recorder can pick up their voices.

- 27 **III. MINUTES – Sheryl Walz**  
28 **A.** Ms. Walz called for approval of the September 8, 2010 minutes. Several errors were  
29 pointed out – Karen Praeger is in the Library, Jeremy Clark should be the  
30 representative for Transportation Technology, call for minutes by Ms. Lubisich should  
31 be changed to Ms. Walz and the second sentence of the Curriculum report should have  
32 the word “There” deleted. Approved with changes. **M/S/P**  
33

34 **IV. COMMITTEES**

35 ❖ **Curriculum Committee – David Kary**

36 The curriculum committee last met on Thursday, 9/9. This was a training meeting so  
37 there was relatively little discussion of new curriculum, though we did vote to convert  
38 the Recording Arts Technology degree from AA to AS.  
39

40 The next curriculum meeting is tomorrow, Thursday, 9/23, at 2:30 pm in IS 108. We will  
41 be reviewing one new credit course (AUTO 149 Diesel Engine Management Systems)  
42 and 8 new non-credit courses (NC 712 Therapeutic Benefits of Music, NC 902 Yoga  
43 Fundamentals, NC 903 Mat Pilates, NC 904 Low Impact Aerobics, NC 905 Body  
44 Contouring, NC 906 Step Aerobics, NC 907 Cardio-Kickboxing, NC 910 Traffic Violator  
45 School). We will also be reviewing 16 course modifications in AUTO, COMM, HUM,  
46 MATH, MUS, PHIL, and SPCH, and 7 course deletions in DRAF, HUM, and THEA.  
47 Finally, we will be reviewing modifications in the catalog descriptions for the certificates  
48 in Accounting and Secretarial.  
49

50 If faculty in any area would like assistance in writing or modifying courses, degrees, or  
51 certificates, please contact your division curriculum representatives, or me.  
52

53 Dave highlighted his written report above and mentioned that the committee also  
54 approved an updated curriculum handbook which you should have received in an email  
55 or you can get it in hard copy from Kathy Bueno.  
56  
57

58 **V. OFFICERS' REPORTS**

59 **Secretary, Sheryl Walz** – No report  
60

61 **Treasurer, Paul Swatzel** – No report  
62

63 **Past President, John Vaughan** – No report  
64

65 **Vice President/President-Elect, Nicki Shaw** – Ms. Shaw advised that she is sending around  
66 a clipboard for faculty to sign up for standing committees which need members. She  
67 also passed around the convocation postcards again for anyone who missed them on  
68 convocation day.  
69

70 **CCFA Liaison, vacant** - A new liaison is still being sought.  
71

72 **ASCC Representatives, Karlyn Bradley** – ASCC is in the process of approving money for a  
73 number of leadership conferences. They are also setting up their committees. Karlyn will be  
74 attending a region 8 meeting later this month. ASCC also hopes to update the furniture in the  
75 campus center.  
76

77 **President, Roberta Eisel** – Roberta touched on several subjects in her report.

- 78 • Sabbatical – the process is beginning but the new procedure on sabbaticals has not yet  
79 been approved by the board so the old procedure will be used for one more year. The  
80 committee does hope to use the rubric developed this year.

- 81 • New Strategic Plan – the development of a new strategic plan has begun using the  
82 input from the Strategic Planning event on Convocation. The Strategic Planning  
83 committee will be meeting several times to evaluate that material. Roberta will be  
84 serving on the committee but at least one more faculty member is still needed. Kathy  
85 Bakhit expressed an interest in serving on the committee.
- 86 • Program Review – representatives are needed to serve on the individual six year  
87 program reviews. Roberta sent around a sheet showing the programs up for review and  
88 asking for volunteers.
- 89 • Program Development – A work group is being assembled to come up with a process  
90 for developing new programs.
- 91 • Fall Plenary will be November 11 – 13 in Anaheim. Roberta and John Vaughan expect  
92 to attend. She will be inviting the other e-board members.

## 94 VI. SPECIAL REPORTS/PRESENTATIONS

### 95 A. Academic Affairs Update – Irene Malmgren

- 96 • Irene wanted to stress that faculty need to fill openings in committees as the faculty  
97 voice really matters.
- 98 • Educational Master Plan is comprised of 2 parts. The first component is the strategic  
99 plan. Data gathered at the Strategic Planning event will be sifted through and then staff  
100 will be asked to vote to prioritize the suggestions. The next piece is the Education and  
101 Facilities master plan. The facilities portion then becomes the basis for the next bond  
102 measure in 2014. One or more consultants will be hired by the college to assist in the  
103 process of writing the plan. Data gathering will be conducted over the fall and it is hoped  
104 the findings can be brought back on Flex Day.
- 105 • FNIC – 29 proposals were received. The committee started meeting this morning. It will  
106 meet again this afternoon and, if necessary, tomorrow. It hasn't been decided as yet,  
107 but some faculty may be hired in spring and the remainder in fall.

### 109 B. Introduction of New Foundation Director, June Stephens – Levi Richard

110 Dr. Richard introduced June Stephens, who takes her place as the new Citrus College  
111 foundation executive director.

### 113 C. Valley's Got Talent – Levi Richard and June Stephens

114 Ms. Stephens reviewed the role of the foundation, including the fact that it currently has  
115 assets of a little over \$6 million. She outlined the new Valley's Got Talent event which  
116 takes the place of Taste of Autumn, the college's major fundraising event in previous  
117 years. Ms. Stephens is looking to faculty and staff for financial support – perhaps even  
118 sparking a completion between the two groups for the greatest percentage of support.  
119 She's hoping for 100% participation.

## 121 VII. NEW BUSINESS

### 122 A. Senate Purpose Statement and Responsibilities for 2010-2011 – Roberta Eisel

123 Roberta explained that all committees falling under the umbrella of Steering need to  
124 have a purpose statement. Senate is not technically under Steering but the senate  
125 president does participate. For that reason, senate should also have a purpose  
126 statement. Attached to the agenda is a copy of last year's statement. If you have any  
127 suggestions please email them to Roberta. In the line beginning "support  
128 implementation of both the Six-Year Cycle" the phrase "addition of a Program Review  
129 Coordinator" needs to be eliminated or updated. In addition, John Vaughan suggested  
130 the end of the line be changed to read "in association with EPC".

132 Bill Zeman would like the adjunct faculty union to be given the right to report to the  
133 board as does CCFA. Roberta noted that CCFA's report is done during the "Public

134 Comment” portion of the board meeting. She added that senate might not be the place  
135 to bring up this request.  
136

## 137 VIII. OLD BUSINESS

### 138 A. Department Chairs Task Force – Dana Hester

139 As requested at the last meeting, Holly Colville reported on some suggestions from her  
140 department (Foreign Languages) faculty. They believe scheduling should be the most  
141 important task of the chair. Dana replied that this is a possibility although assignments  
142 will remain the sole responsibility of the dean. Holly added that the chair position should  
143 be elected by faculty and not be an appointed position by administrators. It should also  
144 be rotated every 2 years.  
145

146 While foreign languages realizes they are unlikely to be given a separate chair for their  
147 department, there is one faculty member who is willing to volunteer to serve in that  
148 capacity with no pay, just release time or only a stipend.  
149

### 150 B. Program Review – Roberta Eisel

151 John Vaughan made one suggestion to have the paragraph on page 23, labeled SLO  
152 Assessment Results, added to the annual program review on page 10.  
153

154 The document will be revised and brought to the next meeting for action.  
155

### 156 C. FNIC Process –

157 Covered by Irene Malmgren’s report.  
158

### 159 D. AP 5070 Attendance

160 This will be on the next agenda for action.  
161

### 162 E. AP 3540 Sexual and Other Assaults

163 This will be on the next agenda for action.  
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### 165 F. BP 3540 Sexual and Other Assaults

166 This will be on the next agenda for action.  
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## 169 IX. PUBLIC FORUM

- 170 1. June Stephens left some of her business cards on the table for anyone wanting one.
- 171 2. Dave Kary congratulated the music department for approval of an associate of arts  
172 degree.
- 173 3. SB1440 is expected to be signed very soon. It is still with the governor and is expected  
174 to be signed.
- 175 4. Rafael Herrera made an announcement about UC Reader training –most of what he  
176 said could not be heard or picked up by the recorder.
- 177 5. Nicki Shaw asked that the postcards she handed out at the beginning of the meeting be  
178 returned at the conclusion of today’s meeting.  
179

## 180 X. ANNOUNCEMENTS

### 181 A. Valley’s Got Talent January 30, 2011

- 182 2. All Shook Up – October 22 through 24<sup>th</sup>. John Vaughn stated it’s “Elvis meets  
183 Twelfth Night”.  
184

## 185 XI. ADJOURNMENT

186 Meeting adjourned at 3:39 p.m.  
187

**DRAFT**

- 188 **Attachments:**
- 189 **#1 Committee postcard**
- 190 **#2 Program Review Representatives signup sheet**
- 191 **#3 Valley's Got Talent Overview**
- 192 **#4 Valley's Got Talent Advertising**

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**Members and Guests Present:**

<b>June Stephens</b>	<b>Tom Gerfen</b>
<b>Kathy Bakhit</b>	<b>Levi Richard</b>
<b>Gailynn White</b>	<b>Irene Malmgren</b>

**Future Academic Senate Meeting Dates:**

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

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Submitted by: Linda Swan  
District Academic Senate Secretary

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

## Citrus College Committee Membership

To: All Full-time Faculty | From: Nicki Shaw, VP, Academic Senate  
 PLEASE FILL OUT COMPLETELY AND LEGIBLY AND RETURN AT CHECK-IN

Name \_\_\_\_\_ Office \_\_\_\_\_ Ext. \_\_\_\_\_

Email: \_\_\_\_\_

### Citrus College Campus-Wide Committee List

- |  |   |
|--|---|
| <input type="checkbox"/> Academic Calendar / Final Exam        | <input type="checkbox"/> Honors Program                           |
| <input type="checkbox"/> Schedule                              | <input type="checkbox"/> Human Resources & Staff Diversity        |
| <input type="checkbox"/> Academic Senate Consultation Advisory | <input type="checkbox"/> Institutional Research Advisory          |
| <input type="checkbox"/> Bookstore Committee                   | <input type="checkbox"/> Matriculation/ Prerequisite & Assessment |
| <input type="checkbox"/> College Information/Technology        | <input type="checkbox"/> Physical Resources                       |
| <input type="checkbox"/> Curriculum/Technical Review           | <input type="checkbox"/> Program Review                           |
| <input type="checkbox"/> Distance Education                    | <input type="checkbox"/> Scholarship                              |
| <input type="checkbox"/> Educational Programs                  | <input type="checkbox"/> Service Learning Advisory                |
| <input type="checkbox"/> Equivalency & Min. Quais Committee    | <input type="checkbox"/> Steering                                 |
| <input type="checkbox"/> Evaluation and Tenure Committees      | <input type="checkbox"/> Student Learning Outcomes and            |
| <input type="checkbox"/> Faculty Hiring Procedures             | <input type="checkbox"/> Assessment Committee                     |
| <input type="checkbox"/> Faculty Learning Institute            | <input type="checkbox"/> Student Services                         |
| <input type="checkbox"/> Financial Resources                   | <input type="checkbox"/> Transfer Task Force                      |
| <input type="checkbox"/> FNIC                                  | <input type="checkbox"/>  |

\*Standing Committee of Steering

# Attachment #2

6-YEAR CYCLE INSTRUCTIONAL SUPPORT			
Tech Prep	Career/Tech	Overdue	Jeremy Clark

6-YEAR CYCLE CURRENTLY DUE			
PROGRAM CODE	Program Title	DEPARTMENT	STATUS
ANTH	Anthropology	Behavioral Sciences	Overdue
MUS-Instrumental	Music-Instrumental	Fine and Performing Arts	Overdue

6-YEAR CYCLE DUE 2010-2011			
PROGRAM CODE	Program Title	DEPARTMENT	STATUS
ACCT	Accounting	Business	TIM DUFFIELD
AUTO	Automotive Technology	Transportation Technology	
CHEM	Chemistry	Physical Sciences	JOHN VAUGHAN
COS	Cosmetology	Cosmetology	
DSPS	Disabled Students Programs & Services	Counseling	Rafael Herrera
DRAF-Architectural	Drafting	Engineering CTE	
DRAF-Lighting	Drafting	Engineering CTE	
DRAF-Mechanical	Drafting	Engineering CTE	
ESL	English as Second Language	Language Arts	
LIBT	Library Technology	Library	Postponed until next year
VNRS	Vocational Nursing	Health Occupations	
PE	Physical Education:	Physical Education, and Athletics	Loretta Grange
SPCH	Speech	Language Arts	Cherie Brown

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## VALLEY'S GOT TALENT

### *Overview and Contestant Information*

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The Citrus College Foundation and the Citrus College Fine and Performing Arts Department present the first Valley's Got Talent fundraiser at the Haugh Performing Arts Center on Sunday, January 30, 2011 at 2 p.m. Proceeds from the event will help support the Citrus College Foundation and the students of the Fine and Performing Arts Department at Citrus College.

Modeled after some of television's most popular shows, local amateur singers, dancers, and musicians of all ages will perform before an expected audience of 1,400 people. These performers will be mentored and critiqued by music and television industry professionals prior to the event. The audience will give input as to who they believe is the Valley's very best performer.

#### **Contestant Information**

Talented amateur performers are encouraged to compete in the Valley's Got Talent show. Twenty acts will be selected to perform and compete for a grand prize of \$1,000 and a \$500 prize for first runner-up. Applications are due **November 1, 2010**. Auditions will take place **December 15 and 16, 2010**.

Applications will be accepted for performers ages 10 and up only. No animal acts are allowed.

The top 20 acts will receive:

- ★ A one-on-one coaching session with a professional artist
- ★ Video taping of the coaching session
- ★ A chance to perform on stage in front of 1,400 people
- ★ The opportunity to be judged by television and movie industry professionals
- ★ A chance to win \$1,000 or \$500
- ★ The opportunity to perform in the future at Citrus College





# VALLEY'S GOT TALENT

## Advertising and Recognition Opportunities

Thank you for your support of the Valley's Got Talent event, benefitting the Citrus College Foundation and the Citrus College Fine and Performing Arts Department. Please fax your agreement to 626-914-8871 by Monday, October 18, 2010.

Yes! Count on us as an Advertiser in the Valley's Got Talent program.

_____ Half Page Ad	\$1,000	5 inches wide by 3.5 inches tall
_____ Quarter Page Ad	\$500	2.375 inches wide by 3.5 inches tall
_____ Business Card Ad	\$250	2.375 inches wide by 1.625 inches tall
_____ Supporter Listing	\$100	One line listing of a company, organization or individual's/couple's name

### Advertising Agreement (Please fax to 626-914-8871)

Name of Business/Supporter: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

### Advertising Deadlines and Specifications

Copy Deadline (for ads created by Citrus College): October 18, 2010  
Camera Ready Ad and Listings Deadline: October 18, 2010  
E-mail ads to Stacey Donaldson, [sdonaldson@citruscollege.edu](mailto:sdonaldson@citruscollege.edu), or call 626-857-4067

#### Electronic Transmission Guidelines

- PDF files preferred. Embed all fonts and images.
- EPS, TIF, JPG at 300 dpi; line art or bitmap art should be a minimum of 600 dpi; flatten all artwork.
- Submit ads as color (CMYK) or grayscale.
- Photocopied and faxed ads will not be accepted.

Make checks payable to and mail them to the:  
Citrus College Foundation, 1000 W. Foothill Blvd., Glendora, CA 91741.

For general information regarding advertising contact Paula Green at [pgreen@citruscollege.edu](mailto:pgreen@citruscollege.edu) or 626-914-8873.

*The Citrus College Foundation is a nonprofit corporation with 501(c) (3) status; tax identification #95-2452557.*

