

**CITRUS COMMUNITY COLLEGE DISTRICT**  
Steering Committee Minutes  
October 9, 2006

**PRESENT:**

David Casey, Faculty  
John Fincher, Faculty  
Paula Green, External Relations  
Jeanne Hamilton, Student Services  
Dana Hester, Faculty  
Mike Hillman, Faculty  
Greg Johansen, Faculty

Dennis Korn, Faculty  
Bruce Langford, Faculty  
Patricia Lawrence, Faculty  
Irene Malmgren, Educational Programs  
Mike Merandi, Faculty  
Peggy Olsen, Classified  
Sandra Saco, ASCC  
Michael Viera, Superintendent/President

**ABSENT:**

Maia Greenwell-Cunningham, Faculty  
Roberta Eisel, Academic Senate  
Carol Horton, Physical/Financial Services  
Sandra Lindoerfer, Human Resources  
Cathy Napoli, Classified

Rocky Reynolds, Supervisors/Confidential  
Dan Tosney, Adjunct Faculty  
Stevie Tu, ASCC  
Linda Welz, Information Technology  
Gailynn White, Faculty

**GUEST:** Lois Papner

**CALL TO ORDER**

Dr. Viera called the meeting to order at 2:04 p.m. in the Foundation Conference Room FP 100.

**Minutes**

The September 25, 2006 Steering Committee meeting minutes were approved with changes.

**Reports and Quick Updates**

**Irene Malmgren - Educational Programs**

Ms. Malmgren stated the Educational Programs Committee met and discussed the Photography Program Review. The committee conducted preliminary discussion of the developmental process for an instructional strategic plan. Ms. Malmgren announced that twenty faculty and three managers attended the Strengthening Student Success Conference in San Diego. This conference focused on how to deal with assessment in classrooms and programs across the college.

**Jeanne Hamilton – Student Services**

Dr. Hamilton stated Student Services meet and discussed the Compressed Calendar and the late start classes. The Student Services sub-committees gave updates on outreach activities and Service Learning.

**Dana Hester – Academic Senate**

Ms. Hester stated the Senate met on September 27<sup>th</sup> and took action on the new fraud and prevention statement. Mrs. Carol Horton presented information on the new ethics stated and agreed to take the Senate's recommendations back to the Financial Resources Committee and District's auditors for approval. The Senate recommended that the title be changed from Code of Ethics to Code of Conduct.

The Senate has formed a block scheduling committee to discuss options outside of the compressed calendar. The Senate has approved an 18 week calendar until the compressed calendar progresses. One of the goals this year is to revamp the Senates constitution and bylaws. These have not been updated since the split of Senate and CCFA.

Ms. Hester stated the compressed calendar survey has been completed. The results were that fifty six percent of the faculty responded and sixty six percent voted "Yes" and thirty four percent voted "No". There were a lot of comments that mostly addressed concern for the basic skills students.

At the next Senate meeting action will be taken on the Evaluation of Transcripts and the Drug Free Policy.

Ms. Hester announced that the Statewide Fall Plenary Session is scheduled for October 27<sup>th</sup> – 28<sup>th</sup> in Newport Beach. A few representatives from Senate will be attending.

Ms. Hester announced that Dr. Viera will be attending Wednesday, October 11<sup>th</sup> Academic Senate meeting to discuss the Compressed Calendar process.

Dr. Viera stated that he felt the vote on the compressed calendar was good with a two to one response. Last years, AQMD survey only received an eleven percent response which required the District to pay a penalty in the amount of \$50,000.

#### **Michael J. Viera reporting for Carol Horton – Physical and Financial Resources**

Dr. Viera announced that Mrs. Horton has the enviable task of being a member of the Maui Accreditation team. Mrs. Horton is preparing materials for this visit.

Dr. Viera stated both the field house and the vocational technology building have gone to DSA, which is typically a four to six month process. The next step is to go to bid. On October 18<sup>th</sup> the District will begin discussions with the architects on the conceptual design for the Student Services building.

#### **Paula Green – External Relations**

Ms. Green stated with a collective sigh the External Relations Department was celebrating the success of "*Taste of Autumn*" that was held on Sunday, October 8<sup>th</sup>. Ms. Green thanked everyone who assisted in making the evening so successful.

Ms. Green stated that External Relations has placed a series of ads on the Late Start classes in five local newspapers.

#### **Peggy Olson– Classified**

Ms. Olson stated at the last Classified staff meeting the 18 week Academic calendar was approved and the Committee also approved moving forward on the compressed calendar.

Ms. Saco stated that members of ASCC Board volunteered to assist with the "Taste of Autumn", which was very successful and great food. Ms. Saco announced that Mr. Mike Pinta will attend the Steering Constitution meeting. ASCC is forming a class project, which will help ASCC in general; there will be two groups that will have a competition in recruiting students. Who can build the best recruiting plan? Ms. Saco announced Fall Fest will be held the week of October 23<sup>rd</sup> with activities such as: Casino Day, a hypnotist, movie day, etc. This should be a fun week. ASCC has approved ten members to attend the California Community College Student Affairs Association Leadership Conference (CCCSCAA) and also funding to go to the Fall Student Senate Assembly in Sacramento.

### **Michael J. Viera, Ph.D. – Superintendent/President**

Dr. Viera announced that the position of Institutional Researcher has been offered and accepted by Dr. Lan Hao effective October 18, 2006. Dr. Hao received her doctorate from the University of Southern California in Research Design and for the last year has been working at LA Trade Tech as a Researcher.

Dr. Viera announced that the Governor did sign SB 361. Mrs. Horton is on a statewide committee that will focus on the implementation of SB 361, which should be very favorable to Citrus College.

Dr. Viera added on Wednesday, October 11<sup>th</sup> a visiting poet will be on campus as part of "Hispanic Heritage" month. Dr. Viera encourages everyone to attend. Ms. Sarah Webster, a first year creative writing instructor at Citrus College has a few of her students reading their own poetry. Let's try to support her and the students.

The FNIC committee is scheduled to meet on October 12<sup>th</sup> to discuss 18 applications for full time faculty positions. The target is to fill approximately 8 positions.

Dr. Viera stated that Ms. Linda Welz, Mr. Leigh Buchwald, and Ms. Joyce Miyabe are all attending a conference in Texas. Dr. Viera added that Ms. Welz has reformed her sub committee renaming it the Campus Wide Information Technology Committee. Ms. Welz's is still recruiting new members for this committee.

### **OTHERS**

Mr. Mike Hillman shared that the ceramics sales at the "Taste of Autumn" was very successful. He added it was nice to be out in the courtyard area.

### **OLD BUSINESS: INFORMATION**

#### **A. Compressed Calendar – Ms. Lois Papner**

Ms. Papner stated that the consensus of the Compressed Calendar Committee was to recommend two calendars for the District to evaluate. Ms. Papner went through the attached calendars showing the differences and the advantages. Ms. Papner stated that the major question is do we want two six week summer sessions. There was a lot of discussion on the different possibilities for scheduling. Dr. Viera will attend the Senate meeting and discuss schedules for summer school and spring break. Ms. Papner added that ASCC recommended a spring break because of no breaks during the spring semester but there is not

one needed for the fall semester because of all of the holidays. Ms. Sandra Saco stated she researched the spring break information and found that the four year colleges do not have a spring break. This may be better for the transferring student. Ms. Papner added that a lot of the K-12 District's are taking the week of the Thanksgiving holiday, which would coordinate better with a compressed calendar.

**B. Steering Constitution Update – Michael J. Viera, Ph.D.**

Dr. Viera announced that a draft of changes to the Steering Constitution has been distributed to the Steering Constitution Committee. The committee has scheduled a meeting for Friday, October 13<sup>th</sup> to discuss and/or approve these changes. This will then be forward to the Steering Committee for approval.

**C. Steering Sub Committee Meeting Information – Michael J. Viera, Ph.D.**

Dr. Viera stated the information on the Steering Sub Committees is included in your agenda for anyone interested in attending a meeting.

**NEW BUSINESS:**

**ACTION**

**A. Board Policy P-5180 Student Rights and Privacy – Dr. Jeanne Hamilton**

Dr. Hamilton stated the change to the policy is only wording to comply with current terminology and title changes. Ms. Papner states that student information is not available to anyone. Faculty should not give out any information on a student. Any requests should be forwarded to Admissions and Records. The new Banner system will assist with this process because it will include a privacy flag.

Mr. Langford went on to question privacy on email requests. This policy does not address this issue. The recommendation is to not give any information out period.

Motion was made by Ms. Irene Malmgren and seconded by Mr. Bruce Langford to approve Board Policy P-5180 Students Rights and Privacy as submitted.

**INFORMATION**

**B. Board Goals Draft – Michael J. Viera, Ph.D.**

Dr. Viera stated the Board met to discuss goals for the coming year. Dr. Viera distributed this information to the Vice President's, Steering, and will also share with Senate. Dr. Viera went through the eight goals especially item 4. The Board would like to consider items such as promoting student access, alternative college calendars, and to continue to develop opportunities for transfer to four year colleges and universities. The first part is the process for the compressed calendars and the way we provide education. The second part has been requested by the Board to see if it is possible for a Citrus College student to stay on this campus and through a partnership from a four year institution receive their junior and senior year courses here at Citrus College. This would make it possible for a student to not have to change their transportation patterns, child care patterns, or travel to other distances to

achieve this upper division coursework. You may have seen ads in the Tribune that Rio Hondo is offering upper division course in Business, Child Care, and Liberal Studies through the University of La Verne. This could make it possible for a student to achieve this here at Citrus College. Citrus will explore this possibility.

The other Board goals address items such as the new college web site, program reviews, student learning outcomes, assessment and planning. This is also required for the next accreditation visit in 2009. The self study is due in 2008-2009. The Steering Committee needs to be involved with these goals as the participatory governance committee of the campus.

**C. California Community Colleges Strategic Plan – Michael J. Viera, Ph.D.**

Dr. Viera presented what has been adopted by the Board of Governors as the California Community Colleges Systems Strategic Plan. This plan came out of a lot of meetings with representatives from Students Services, CEO's, and the Statewide Academic Senate. There are five major goals and strategies to achieve. This will assist us as Citrus College adopts a Strategic Plan.

**CLOSING COMMENTS**

Ms. Lois Papner stated that Interstate 15 is closed in certain areas on and off for the next several months. Ms. Papner recommended making alternate plans for any one heading to Las Vegas.

**Meeting adjourned at 3:04 p.m.**