CITRUS COMMUNITY COLLEGE DISTRICT
STEERING COMMITTEE AGENDA

October 22, 2012
2:45 – 4:00 p.m.
Louis E. Zellers Center for Innovation Community Room

I. CALL TO ORDER, CHAIR
Geraldine M. Perri, Ph.D. – Chair

II. APPROVAL OF MINUTES
October 8, 2012

III. OLD BUSINESS
INFORMATION
- **A. Administrative Procedure AP 4250 Probation – Dr. Irene Malmgren**

IV. NEW BUSINESS
ACTION
- **A. Academic Calendar 2013-2014 – Dr. Arvid Spor**
- **B. Board Policy BP 4230 Grading and Academic Records Symbol – Dr. Irene Malmgren**

V. NEW BUSINESS
INFORMATION
- **A. Educational Programs Committee Board Policy and Administrative Procedure Desk Review – Dr. Irene Malmgren**
- **B. College of Completion Literature Discussion – Dr. Lan Hao**
  The Shapeless River Does a Lack of Structure Inhibit Students' Progress at Community Colleges? – Mr. Dennis Korn

VI. REPORTS/QUICK UPDATES
- **A. Educational Programs – Dr. Irene Malmgren**
- **B. Student Services – Dr. Arvid Spor**
- **C. Physical/Financial Services – Mrs. Carol Horton**
- **D. Human Resources – Dr. Robert Sammis**
- **E. Information Technology – Ms. Linda Welz**
- **F. Institutional Research – Dr. Lan Hao**
- **G. Institutional Effectiveness Committee – Dr. Lan Hao**
- **H. External Relations – Ms. Paula Green**
- **I. Academic Senate President – Mr. Jim Woolum**
- **J. ASCC Representatives – Mr. Andy Navarro**
- **K. Classified – Ms. Cathy Napoli**
- **L. Supervisors/Confidential President – Mr. Tedd Goldstein**
- **M. Student Learning Outcomes Assessment Coordinator – Dr. Dana Hester**
- **N. Others**
- **O. Superintendent/President – Geraldine M. Perri, Ph.D.**

STEERING COMMITTEE MEMBERS

CHAIR – Dr. Geraldine M. Perri, Superintendent/President

STANDING COMMITTEE CHAIRS

1. Irene Malmgren, Educational Programs
2. Arvid Spor, Student Services
3. Carol Horton, Physical/Financial Resources
4. Robert Sammis, Human Resources Services
5. Paula Green, External Relations
6. Linda Welz, Information Technology
7. Lan Hao, Institutional Research and Institutional Effectiveness Committee
8. Dana Hester, Student Learning Outcomes Assessment Coordinator

CLASSIFIED REPRESENTATION

1. Pam McGuern
2. Cathy Napoli

SUPERVISORS/CONFIDENTIAL

1. Tedd Goldstein

FACULTY REPRESENTATION

1. Patrick Borja
2. Jackie Boxley
3. Gunnar Eisel
4. Roberta Eisel
5. John Fincher
6. Dana Hester
7. Michael Hillman
8. Dennis Korn
9. Vacant
10. Beverly Van Citters
11. Lisa Villa
12. Jim Woolum, Academic Senate
13. Linda Chan, Adjunct Faculty

STUDENT REPRESENTATION

1. Nayiri Baghdassarian
2. Andy Navarro

RECORDING SECRETARY

Pam Sewell

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
October 8, 2012

PRESENT:
Jackie Boxley, Faculty
Linda Chan, Adjunct Faculty
Gunnar Eisel, Faculty
Roberta Eisel, Faculty
John Fincher, Faculty
Brandi Garcia, ASCC
Tedd Goldstein, Supervisor/Confidential
Paula Green, External Relations
Lan Hao, Institutional Research
Mike Hillman, Faculty
Carol Horton, Financial/Physical Resources
Dennis Korn, Faculty
Sam Lee, Educational Programs
Cathy Napoli, Classified
Andres Navarro, ASCC
Geraldine M. Perri, Ph.D., Superintendent/President
Robert Sammis, Human Resources
Arvid Spor, Student Services
Jim Woolum, Academic Senate
Lisa Villa, Faculty
Linda Welz, Information Technology

ABSENT:
Patrick Borja, Faculty
Dana Hester, Faculty
Pam McGuern, Classified
Beverly Van Citters, Faculty

GUEST:
Christina Garcia, Director of Foundation and Alumni Relations
Mark Gutierrez, IT Representative

CALL TO ORDER
Dr. Perri called the meeting to order at 2:46 p.m. in the Louis E. Zellers Center for Innovation Community Room.

Minutes
Recommended by Dr. Arvid Spor and seconded by Ms. Linda Chan to approve the September 24, 2012, Steering Committee meeting minutes as submitted. MSP

OLD BUSINESS
None.

NEW BUSINESS – ACTION

Board Policy BP 3520 Local Law Enforcement
Dr. Spor stated the change to BP 3520 was to add and/or clarify language about reporting procedures for District employees, students, and visitors who are witnesses or victims of a crime while on campus. These changes are to align with the Community College League of California (CCLC). The Student Services Committee approved the revisions on May 17, 2012 and all campus constituents have reviewed and approved.

Moved by Dr. Robert Sammis and seconded by Ms. Linda Chan to approve Board Policy BP 3520 Local Law Enforcement.

Board Policy BP 4020 Program, Curriculum, and Course Development
Dr. Lee stated the change made to BP 4020 was to add the Code of Federal Regulations Section information to the existing board policy. No other changes were made and all constituent groups have reviewed and approved.

Board Policy BP 4040 Library and Other Instructional Support Services
Dr. Lee stated that the change to BP 4040 is to add that the District will comply with the requirements of the Reader Privacy Act that limits the use of data. This board policy change was made in accordance with the updates from CCLC. This has been reviewed and approved by all constituent groups.

Board Policy BP 4280 Final Examinations
Dr. Lee stated the change to BP 4280 is a change in terminology from "semester" to "in all terms" final examinations will be conducted.

Moved by Mr. Dennis Korn and seconded by Mrs. Carol Horton to approve Board Policy 4020 Program, Curriculum, and Course Development, Board Policy 4040 Library and Other Instructional Supports Services, and Board Policy 4280 Final Examinations, as submitted. MSP

Educational Programs Committee Purpose Statement 2012-2013
Dr. Lee stated the Educational Programs Committee Purpose Statement has no actual revisions but includes updates for current year and defines the sub-committees.

Moved by Mr. Andy Navarro and seconded by Mrs. Carol Horton to approve the Educational Programs Committee Purpose Statement as submitted.

NEW BUSINESS – INFORMATION
Administrative Procedure AP 3515 Reporting of Crimes
Dr. Spor stated that the following administrative procedures have been revised to clarify language on reporting procedures for District employees, students, and visitors who are witnesses or victims of a crime while on campus. This terminology also aligns with CCLC.

Administrative Procedure AP 3520 Local Law Enforcement
Dr. Spor stated that AP 3520 states that Citrus College has an agreement that clarifies operational responsibilities with the local law enforcement agency and aligns with CCLC.

Administrative Procedure AP 3540 Sexual and Other Assaults on Campus
Dr. Spor stated that AP 3540 was updated to reflect the new titles for the Department of Campus Safety and Office of the Vice President of Student Services.

Administrative Procedure AP 4080 Instructional Materials and Textbook Adoption and Procurement
Dr. Lee stated that the only change to this procedure was to update the title of Office of Instruction to Office of Academic Affairs. No other changes were made.

Administrative Procedure AP 4250 – Probation
Dr. Lee stated that the term "in at least two consecutive semesters" was added to this procedure. This procedure was tabled for further review on the rational of two consecutive semesters.

Educational Programs Committee Board Policy and Administrative Procedure Desk Review
Dr. Lee stated that the Office of Academic Affairs and the Educational Program Committee conducted a desk audit review of the following Board Policies and Administrative Procedure as outlined in the Citrus College three-year review cycle. These BP/AP's were reviewed and approved by all constituent groups and EPC with no changes made. The list includes BP 3200, BP 4010, AP 4010, AP 4020, BP 4025, BP 4050, AP 4050, BP 4070, BP 4080, B 4110, AP 4110, BP 4232, AP 4232, BP 4250 and AP 4260.

2012 Community College Survey of Student Engagement (CCSSE) Survey Results
Dr. Hao distributed the Community College Survey of Student Engagement (CCSSE) and reviewed and discussed with the committee the key findings, benchmarks of effective educational practices, aspects of highest student engagement, aspects of lowest student engagement, 2012 special focus items, and the Community College Faculty Survey of Student Engagement (CCFSSE.) Dr. Hao stated that this report will be distributed to all faculty for input.

College of Completion Literature Discussion
***Completion by Accident? Completion by Design?* – Ms. Lisa Villa**

Ms. Villa opened the discussion with two questions; *"Where are we losing students?" and "Where are we propelling students?"*

The committee agreed that there needs to be check points along the degree process. Students seem to not do well after a few semesters and there needs to be check points at the 25 percent level and 50 percent level of the process that are not currently in place. There are skill set workshops provided to freshman to move forward but none after the freshman experience. The degree audit program may be able to provide this information.

Dr. Perri recommended that Dr. Spor provide this information to the Student Services Committee for their input and review.

Dr. Hao announced that Mr. Dennis Korn will review and present at the next Steering meeting scheduled for October 22nd on the article "*The Shapeless River - Does a Lack of Structure Inhibit Student's Progress at Community Colleges?"*

<u>Reports and Quick Updates</u>

Arvid Spor - Student Services
Dr. Spor reported that on September 27th, Student Services leaders met for the annual planning retreat to review and discuss program reviews for the 2012 – 2013 planning cycle. Each program leader listed what had been identified as needs for the upcoming year and why these items or staff assignments are necessary. By discussing the information as a group the committee was able to find common items that can be approached as a team and not as individual programs.

Carol Horton - Physical/Financial Services
Mrs. Horton reported that the Financial and Physical Resources Committee have not met since the last Steering meeting.

Robert Sammis - Human Resources
Dr. Sammis reported that the Human Resources Advisory Committee is scheduled to meet on October 17, 2012.

Linda Welz - Information Technology
Ms. Welz reported that CITC is meeting on Monday morning October 8th to begin the development of the new Technology Plan. This is the first of three working meetings which will be devoted to gathering and reviewing data to be used in developing the new plan.

Paula Green - External Relations
Ms. Green provided the following External and Governmental Relations Quick Updates for October 8, 2012.

- In addition to its regular duties, External Relations facilitated two media calls last week. On October 4, a reporter and photographer from the San Gabriel Tribune visited the college to interview the members of the Rocket Owls NASA team and their advisor, Lucia Riderer.

On Friday, October 5, the Foundation provided information to the Tribune about its fund raising progress, as part of a story the newspaper is writing about fundraising efforts in the four-year and community college systems.

- The *Claremont Courier* featured an article about Citrus College's Green College Leadership Award and coverage of Interim Chancellor Skinner's telephone press conference on September 26.

- Green Colleges Leadership Award in the *Claremont Courier* September 26, 2012
  https://www.claremont-courier.com/articles/news/t4749-news

- Chancellor stresses urgency of community college crisis," *Claremont Courier,* October 3, 2012
  https://www.claremont-courier.com/articles/news/t4855-jack-scott

- *Facts in Brief* and a *Citrus College Update* are now available online.

- Government Relations is involved in planning SanFACC's (San Gabriel/Foothill Association of Community Colleges) first meeting of the academic year, Friday, October 19th at Citrus College.

Ms. Green distributed a copy of the article regarding the "Rocket Owls" team members featured in the October 8th issue of the San Gabriel Valley Tribune. The Rocket Owls will be participating in NASA rocketry competition.

Tedd Goldstein - Supervisors/Confidential
No report.

Geraldine M. Perri, Ph.D. - Superintendent/President
Dr. Perri reported that on Thursday, September 27th, she was honored to attend the 2012 Leadership Awards where Citrus College was recognized in two categories.

- First category was energy for the sustainability template project that was developed to serve as a road map and toolkit to guide California's Community Colleges toward a sustainable future.

- The second award was for Curriculum Developing Energy Efficiency Professionals Program (DEEP). Dr. Perri thanked Dr. Eric Rabitoy and Mr. Fred Diamond for attending this event and accepting these awards with her.

Dr. Perri was invited to present at the *Glendora Coordinating Council meeting* today. The presentation was titled *"Citrus College – a national leader"* and she was able to share the many successes that Citrus College has achieved.

Dr. Perri announced that the Annual Thanksgiving Buffet has been scheduled for Wednesday, November 14th in the Campus Center. Dr. Perri thanked Dr. Lucinda Over, Dean of Counseling and Dr. Eric Rabitoy, Dean of Library, Natural and Physical Sciences for coordinating this annual event.

OTHER
Mrs. Roberta Eisel was happy to announce that the Mid-term Accreditation report is in the mail and was submitted electronically on Friday, October 5th.

Meeting adjourned at 3.58 p.m.

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

TO:	Steering Committee	Action	
DATE	October 22, 2012	Resolution	
SUBJECT:	Educational Programs Committee:	Information	X
	Administrative Procedures Revisions	Enclosure(s)	X

BACKGROUND
As a result of a recent desk audit review of administrative procedures, the Office of Academic Affairs and the Educational Program Committee revised the following documents. All were distributed to constituent groups, and EPC approved the changes on September 17, 2012. The associated Board Policies did not change.

AP 4250 Probation

RECOMMENDATION
No action required – information only

Irene Malmgren
Recommended by

/
Moved Seconded

Aye___Nay___Abstained____ Item No.____III.A.____

Academic Affairs
DRAFT as of 6/11/12

AP 4250 PROBATION

Reference:
Title V, Section 55030, 55031, 55032, 55033, 55034

I. Notification of Academic and/or Progress Probation:

A. Each student is entitled to be notified of his/her academic status and the availability of college support services to respond to the academic status before the student is dismissed. Notification will consist, at a minimum, of the following: After having attempted a minimum of 12 semester units at the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a probation notice shall be sent after the fall and spring semesters to the student via Citrus College e-mail informing him/her that he/she is on academic probation.

B. At the end of the semester in which the student is enrolled in at least 12 units and the percentage of all units in which the student has enrolled, for which entries of W, NC, I and NP reaches or exceeds 50% **in at least two consecutive semesters**, a probation notice shall be sent to the student via Citrus College e-mail informing him/her that he/she is on progress probation.

C. At the end of the fall semester in which the student is on academic or progress probation, a notice will be sent to the student via Citrus College e-mail informing him/her that he/she is subject to dismissal at the end of the spring semester.

II. Probationary Notification:

A. The notification advising the student of probation will cover, at a minimum, the significance of being on probation, a referral to a counselor, and description of the services available.

B. A student who is on academic probation and earns a cumulative Citrus College grade point average of 2.0 or better shall be removed from academic probation status.

III. Review of Probation Status

A. A student on probation will be required to meet with a counselor to review the reasons for probation and to take corrective actions to improve academic standing. A student may be limited to the number of units and/or required to enroll in specific courses.

Board Approved 10/20/09
Revised 05/17/11
Revised _____

Approved by	ASCC	9/12/12
	CSEA	9/11/12
	Management Team	9/5/12
	Senate	9/12/12
	Supervisors/Confidential	9/4/12
	EPC	9/17/12

*Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in **bold**.*

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Steering Committee	Action	X
DATE	October 22, 2012	Resolution	
SUBJECT:	2013-14 Revised Academic Calendar	Information	
		Enclosure(s)	X

BACKGROUND

A sub-committee of the Student Services Committee reviews and makes recommendations for upcoming academic calendars. The 2013-14 Academic Calendar was Board approved on June 19, 2012, however it was later discovered that a legal holiday was depicted in error. The calendar has since been corrected and a revised version is posted on the college website, pending Board approval. All campus constituencies have reviewed the revised 2013-2014 Academic Calendar and the Student Services Committee approved on October 5, 2012.

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

RECOMMENDATION

Authorization is requested to approve the revised 2013-14 Academic Calendar.

Arvid Spor
Recommended by

/
Moved Seconded

Approved for Submittal

Aye___Nay___Abstained____

Item No.IV.A.

Academic Calendar 2013-2014

Fall Semester 2013
201420
Aug 23-Dec 14

August 13							
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	Wk. 1

September 13							
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	Wk. 2
8	9	10	11	12	13	14	Wk. 3
15	16	17	18	19	20	21	Wk. 4
22	23	24	25	26	27	28	Wk. 5
29	30						

October 13							
S	M	T	W	T	F	S	
		1	2	3	4	5	Wk. 6
6	7	8	9	10	11	12	Wk. 7
13	14	15	16	17	18	19	Wk. 8
20	21	22	23	24	25	26	Wk. 9
27	28	29	30	31			

November 13							
S	M	T	W	T	F	S	
					1	2	Wk. 10
3	4	5	6	7	8	9	Wk. 11
10	11	12	13	14	15	16	Wk. 12
17	18	19	20	21	22	23	Wk. 13
24	25	26	27	28	29	30	Wk. 14

December 13							
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	Wk. 15
8	9	10	11	12	13	14	Wk. 16
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

- Legal/Local Holidays
- Flex Day
- Fall 2013 Aug 23-Dec 14
- Final Exams
- Winter 2014 Jan 6-Feb 13
- Semester Break
- Spring 2014 Feb 19-Jun 14
- Spring Vacation Apr 14-19
- Commencement Jun 14, 2014
- Summer 2014 Jun 23-Aug 14

Revised 10-3-12

Citrus Community College District
1000 West Foothill Boulevard
Glendora, CA 91741-1899
www.citruscollege.edu

Winter Session 2014
201425
Jan 6-Feb 13

January 14							
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	Wk. 1
12	13	14	15	16	17	18	Wk. 2
19	20	21	22	23	24	25	Wk. 3
26	27	28	29	30	31		Wk. 4

February 14							
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	Wk. 5
9	10	11	12	13	14	15	Wk. 6
16	17	18	19	20	21	22	
23	24	25	26	27	28		

Spring Semester 2014
201430
Feb 19-Jun 14

February 14							
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	Wk. 1
23	24	25	26	27	28		

March 14							
S	M	T	W	T	F	S	
						1	Wk. 2
2	3	4	5	6	7	8	Wk. 3
9	10	11	12	13	14	15	Wk. 4
16	17	18	19	20	21	22	Wk. 5
23	24	25	26	27	28	29	Wk. 6
30	31						

April 14							
S	M	T	W	T	F	S	
		1	2	3	4	5	Wk. 7
6	7	8	9	10	11	12	Wk. 8
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	Wk. 9
27	28	29	30				

May 14							
S	M	T	W	T	F	S	
				1	2	3	Wk. 10
4	5	6	7	8	9	10	Wk. 11
11	12	13	14	15	16	17	Wk. 12
18	19	20	21	22	23	24	Wk. 13
25	26	27	28	29	30	31	Wk. 14

June 14							
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	Wk. 15
8	9	10	11	12	13	14	Wk. 16
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

Summer Session 2014
201440
Jun 23-Aug 14

June 14							
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	Wk. 1
29	30						

July 14							
S	M	T	W	T	F	S	
		1	2	3	4	5	Wk. 2
6	7	8	9	10	11	12	Wk. 3
13	14	15	16	17	18	19	Wk. 4
20	21	22	23	24	25	26	Wk. 5
27	28	29	30	31			Wk. 6

August 14							
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	Wk. 7
10	11	12	13	14	15	16	Wk. 8
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

TO:	Steering Committee	Action	X
DATE	October 22, 2012	Resolution	
SUBJECT:	Educational Programs Committee: Board Policy Revisions	Information	
		Enclosure(s)	X

BACKGROUND
As a result of a recent desk audit review of board policies, the Office of Academic Affairs and the Educational Program Committee revised BP 4230 – Grading and Academic Record Symbols. It was distributed to constituent groups, and EPC approved the change on October 15, 2012.

RECOMMENDATION
Approval of the revision to BP 4230

Irene Malmgren
Recommended by

/
Moved Seconded

Aye___Nay___Abstained____ Item No. IV.B.

Proposed Citrus Community College District Policy

Academic Affairs
DRAFT as of 7/24/12

BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference: Title 5 Section 55023

The governing board of the Citrus Community College District establishes that student performance shall be based on sound academic principles. Courses shall be graded using the grading system established by Title 5. This grading policy shall apply to all degree-applicable and non-degree-applicable credit courses. The grading system shall be published in the college catalog and made available to students. The grading system shall include the "FW" grade for unofficial withdrawal.

Approved by	**ASCC**	**9/12/12**
	CSEA	**9/11/12**
	Management Team	**9/5/12**
	Senate	**9/12/12**
	Supervisors/Confidential	**9/4/12**
	EPC	**10/15/12**

*Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in **bold**.*

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

TO:	Steering Committee	Action	
DATE	October 22, 2012	Resolution	
SUBJECT:	Educational Programs Committee: BP/AP Desk Audit Review	Information	X
		Enclosure(s)	

BACKGROUND
The Office of Academic Affairs and the Educational Program Committee conducted a desk audit review of Board Policies and Administrative Procedures as outlined in the CCLC Update #20 and the college's own 3-year Review Cycle. The following were reviewed; no changes were required or recommended.

BP 4030		Academic Freedom
	AP 4230	Grading and Academic Record Symbols

RECOMMENDATION
No action required – information only

Irene Malmgren
Recommended by

_____/_____
Moved Seconded

Aye___Nay___Abstained____ Item No._____V.A._____