CALL TO ORDER

Nickawanna Shaw, Senate President, called meeting to order at 2:44 p.m.

MINUTES

Due to technical difficulties, motion to postpone approval of the minutes from August 23, 2019

Move, Lisa Villa, Second, Linda Chan, Pass
PUBLIC FORUM

Members of the public may request the opportunity to address the Senate. Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Senate has an opportunity to speak, and so the Senate can conduct its business in an efficient manner.

John Vaughan and Cherie Brown are putting on a benefit performance of Love Letters in the Haugh September 21 and 22 at 2:00 p.m. Proceeds will benefit ongoing and future set construction. Donations are also accepted, if you do so by check, please write “Theatre ASO account” in check memo. There will also be a final dress rehearsal on September 19 at 6:00 p.m. for those who can’t make the other showings.

DESK REVIEW

No concerns or suggestions were expressed concerning the following desk review items.
1. AP 6340 Bids and Contracts
2. BP 6340 Bids and Contracts
3. AP 6450 Wireless or Cellular Telephone Use
4. BP 6450 Wireless or Cellular Telephone Use

NEW BUSINESS

1. 2019-2020 Academic Senate Social Calendar Draft – Nickawanna distributed a handout of possible social events for the year. She asked that any suggestions and/or questions be emailed to her.

2. Faculty Handbook Draft – Nickawanna distributed two handouts, one featuring what is currently listed on the Academic Senate website, and the other a list of highlights from the posted AP and BPs reflecting faculty responsibility around areas to be addressed in the faculty handbook. She mentioned AP 7101.1 and 7101.2 have been reviewed and approved by the Board only and plans to bring those to an upcoming Senate agenda for review.

There was discussion about how some items are specific to Citrus culture but many believe to be state requirements and how to distinguish between the two. Nickawanna hopes that the revised handbook will be a point of clarity moving forward.

REPORTS

Academic Calendar Committee

Nickawanna announced Steve Odrich is retiring so Senate will need a replacement to serve on this committee. If you are interested in the position or have questions, please direct those to Nickawanna.

Jeremy Clark, CTE Liaison
Jeremy informed the group that Citrus is participating, along with several other local colleges, in a Strong Workforce event this October. He also announced that he, Dan Volonte and Dean Wangler are working on updating the co-op ed courses this fall. He asked that people be aware this may raise issues that affect Senate and the Faculty Union.

**Natalie Desimone, Guided Pathways**

Natalie announced Guided Pathways groups are ramping up for the fall and moving forward across campus.

**John Fincher, Physical Resources Committee**

John reminded all that portions of the parking lot behind SS will be closed in October for solar panel installation, so plan accordingly. He also announced that the controversial Berman’s bill, in support of allowing homeless students to sleep in their cars on campus, has been pulled from California legislature.

**Gordon McMillan, Student Learning Outcomes**

Gordon announced that Program Review/SLOA Committee had their first meeting on September 6. He distributed a handout of the current status of SLOs from the 2018-2019 assessment cycle. Overall, we are on track, but he asked that anyone who might be part of the “work not started” category please be aware that these need to be worked on.

**Sarah Bosler, FLI and OER Liaison**

Sarah will be attending an Academic Academy conference this weekend and will bring the information back. OER weekly trainings are ongoing. 

FLI will be meeting September 24 at 3:30 p.m. in CI 237 and anybody who would like to get involved is welcome to attend.

**Lisa Villa, Curriculum Chair**

Lisa announced the first Tech Review meeting was held last week. The first Curriculum Committee meeting will be September 19 at 2:40 p.m. in CI 158. All are welcome. Along with the usual course and program changes, we will be discussing six-year review issues faced by Noncredit, online ed changes and the RFP from the Chancellor’s Office to replace the current inventory system.

**Dr. Senya Lubisich, Online Education**

Senya shared the following report:

**Campus Updates:**

- We have started the semester with a full suite of online courses and several new tools for our online students and faculty. Notably, Proctorio – a remote proctoring program - is available for use in the online courses.
- The first “Tech Tip Tuesday” took place yesterday. It is an opportunity for all faculty – whether you teach online or not – to learn about canvas and to share ideas with other faculty. We looked at communication yesterday and had good discussion and suggestions. I will be sharing
the tips out with the campus community. The next Tech Tip will be on October 8.

- Our committee has not met yet this semester but will have our first meeting on September 23.

**State-level Updates:**

- From the distanced education coordinators organization, we are responding to Title 5 changes that include changes to the curriculum process for online courses and requirements for student-student interaction in online courses.
- Development of local online course review continues as schools adopt and norm to the Online Education Initiative rubric, inclusion in the California Virtual Campus, and the Peralta Equity Rubric for online courses.
- Work to create a rubric for Online Programs is underway. It is intended to provide measures to assess online education at the institutional level.

**Partnership with Academic Senate:**

- Push for catalog designation of Web-enhanced, FO, PO, and...IFO

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**Dr. Dave Kary, Program Review**

Dave shared the following report:

The SLOA and Program Review committee met last Friday morning. In addition to welcoming our new SLOA Coordinator the committee approved a purpose statement, agreed to split the Medium and Heavy Truck program review from Automotive Technology, discussed updates to the SLOA website and Handbook and made plans to survey the Student Services, Instructional Support, and Academic Support areas for program review.

Remember that the deadlines for instructional programs this fall are October 4 (SLOA), October 11 (annual program review), and November (+ One sections). The first annual program review has already been submitted and many more faculty are already working on theirs.

Remember to consult with your dean on resource request items so that you can best take advantage of the college’s purchasing process.

The student success data section in program review now includes a link to the PowerBI data review. This tool allows programs to view their own program data and its relationship to other programs and the college as a whole using graphs and histograms. Please contact Dave Kary or the staff in the Office of Institutional Research if you would like help or a demonstration of the PowerBI tool.

Faculty who need additional help working on their program review or SLOA reports should contact Dave Kary or Gordon McMillan.

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**Nancy Gonzalez-Villatoro and Jennifer Munguia Renteria, ASCC Reps**

Nancy reported that Club Rush has been happening this week in the Campus Mall. Thursday is the last day. ASCC is currently voting in new officers. Positions for Commissioner of Athletics and Commissioner of ISCC are currently open. Please encourage students to apply.

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**ANNOUNCEMENTS**
• Library FAQs for Fall 2019 (attached)
• Library Updates and Instruction Requests:
  Welcome back! We hope you had a restful summer. The library has been buzzing with change this summer so stop by to check out our new:
  • study tables
  • laptops for in-library checkout
  • modern soft seating with charging ports
  • relocated computers and reference book collection
  • Wepa print stations

We offer in-person instruction in LI-118 and online a/synchronous sessions via Zoom or Canvas, and we are happy to customize a session for any of your assignments. As you plan your semester, consider scheduling library instruction with us by following these steps:

  • Select "Request Library Instruction" link under "Faculty and Staff" from the library website.
    http://libguides.citruscollege.edu/library
  • View the calendar and select your preferred dates and format
  • Submit the "Instruction Request Form"

ADJOURNMENT

The meeting concluded at 3:47 p.m. The next meeting will be on September 25, 2019, at 2:40 p.m. in HH 101.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public hearing.

To make such a request, please contact Nickawanna Shaw, the President of the Academic Senate, at (626) 914-8877 no later than 12 p.m. (noon) on the Monday prior to the senate meeting.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Citrus College Academic Senate record the votes of all members as follows: (1) members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.
Love Letters
by A.R. Gurney

A special fundraiser for the Citrus College Theatre Arts Department

SEPTEMBER
21 & 22, 2019 at 2PM

Tickets: $25

An OPPORTUNITY DRAWING will accompany the performance. All proceeds to benefit Citrus College’s Theatre Arts Department.

John Vaughan (Dean of Visual and Performing Arts) and Cherie Brown (Program Director for Performance in Theatre Arts) star in this unique and imaginative theatre piece about love and friendship.

LITTLE THEATRE
1000 W. Foothill Blvd.
Glendora, CA 91741

TICKETS: (626) 963-9411
www.haughpac.com
EXPLORÉ THE LITTLE THEATRE

2019-2020 season

Emerging American Voices
Directed by Cherie Brown and Neil H. Weiss
Saturday | October 12, 2019 | 7PM
Sunday | October 13, 2019 | 2PM

The Amish Project (Ensemble)
By Jessica Dickey
Directed by Jeremy Lewis
(Preview) Friday | November 8, 2019 | 7PM
Saturday | November 9, 16, 2019 | 7PM
Sunday | November 10, 17, 2019 | 2PM

Candy Cane Corners and the Almost Un-Christmas
By Kristina Leach
Directed by Summer Stratton
Saturday | December 7, 2019 | 1:30PM & 3:30PM
Sunday | December 8, 2019 | 1:30PM

Black Comedy and the White Liars:
Two One-Act Plays by Peter Shaffer
Directed by Craig Tyrl
(Preview) Friday | April 24, 2020 | 7PM
Saturday | April 25 & May 2, 2020 | 7PM
Sunday | April 26 & May 3, 2020 | 2PM

Citrus Theatre ReWorks
Directed by Cherie Brown
Saturday | June 6, 2020 | 7PM
Sunday | June 7, 2020 | 2PM

Tickets: (626) 963-9411
www.haughpac.com
AP 6340  BIDS AND CONTRACTS


Limits
Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set out in the Public Contract Code will require documented quotes.
- Purchase of goods or services in excess of the limits set out in the Public Contract Code will require formal advertised bids.

In securing bids or quotations, the District will avoid acquisition of unnecessary or duplicative items. Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

**Note:** The bid minimums are annually readjusted by the Board of Governors as required by Public Contract Code Section 20651(d). The current bid minimum can be found at [http://www.cde.ca.gov/fg/ac/co/](http://www.cde.ca.gov/fg/ac/co/).

Bid Specifications
Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids
The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District’s web site or through an electronic portal, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.
Bid and contract forms shall be prepared and maintained by the Director of Purchasing and Warehouse Purchasing Department. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Director of Purchasing and Warehouse Business Services shall be responsible for ensuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by either a bank certified or cashier's check, or a bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The Director of Purchasing and Warehouse Business Services shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

The Director of Purchasing and Warehouse Business Services shall also provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

**Awarding of Bids and Contracts**

The awarding of bids and contracts shall be subject to the following conditions:

1. Any and all bids and contract proposals may be rejected by the District.
2. All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
3. Bid and contract award recommendations to the Board of Trustees shall show a tabulation of the bids received in reasonable detail.
4. Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications.

5. For the purposes of bid evaluation and selection, when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the Board of Trustees in accordance with this section.

Selection and Award Based on Best Value:

- For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value.
- "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board of Trustees, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.
- The District will consider all of the following in a best value selection and award:
  - Price and service level proposals that reduce the District’s overall operating costs, including end-of-life expenditures and impact.
  - Equipment, services, supplies, and materials standards that support the District’s strategic acquisition and management program direction.
  - A procedure for protest and resolution in the request for proposal.
- The District may also consider any of the following in a best value selection and award:
  - The total cost of purchase, use, and consumption of equipment, supplies, and materials.
  - The operational cost or benefit incurred by the District.
  - The added value to the District, as defined in the request for proposal, of vendor-added services.
  - The quality and effectiveness of equipment, supplies, materials, and services.
  - The reliability of delivery and installation schedules.
  - The terms and conditions of product warranties and vendor guarantees.
  - The financial stability of the vendor.
  - The vendor’s quality assurance program.
The vendor’s experience with the provisions of equipment, supplies, materials, and services within the institutional marketplace.

The consistency of the vendor’s proposed equipment, supplies, materials, and services with the District’s overall supplies and materials procurement program.

The economic benefits to the local community, including, but not limited to, job creation and retention.

The environmental benefits to the local community.

- The District will award a contract to the lowest responsible bidder, whose proposal offers the best value to the District based solely on the criteria set forth in the request for proposal. The District shall document its determination in writing.
- The District shall issue a written notice of intent to award supporting its contract award and stating in detail the basis of the award. The notice of the intent to award and the contract file must be sufficient to satisfy an external audit.
- The District shall publicly announce its award, identifying the bidder to which the award is made, the price proposal of the contractor awarded the contract, and the overall combined rating on the request for proposal evaluation factors. The announcement shall also include the ranking of the contractor awarded the contract in relation to all other responsive bidders and their respective price proposals and summary of the rationale for the contract award.
- The District shall ensure that all businesses have a fair and equitable opportunity to compete for, and participate in, district contracts and shall also ensure that discrimination on the basis of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, or sexual orientation, does not occur in the award and performance of contracts.

6. “Best value” means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

Purchase without Advertising for Bids
The Vice President of Finance and Administrative Services or the Director of Purchasing and Warehouse Business Services are authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so.
The Vice President of Finance and Administrative Services or the Director of Purchasing and Warehouse Business Services may, without advertising for bids within the same county, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Vice President of Finance and Administrative Services or the Director of Purchasing and Warehouse Business Services may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

The Vice President of Finance and Administrative Services or the Director of Purchasing and Warehouse Business Services is authorized to make purchases up to with a value between $5,000 and $250,000 from a certified small business, microbusiness, or disabled veteran business enterprise.

**Duration of Continuing Contracts for Services and Supplies**
Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

**Emergency Repair Contracts without Bid**
When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Vice President of Finance and Administrative Services may make enter into a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board of Trustees.

**Unlawful to Split Bids**
It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

**Record Retention**
The District will retain records sufficient to detail the history of procurement. These records include: rationale for the method of procurement, selection of contract type, contractor selection and rejection, and the basis for the contract price.

**Kindergarten-University Public Education Bond Act Projects**
For projects funded by 2002, 2004, or 2006 Bond Funds, the Vice President of Finance and Administrative Services, or the Director of Business Services, will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code Section 1771.7. The program will include:

- Appropriate language concerning the wage requirements of Labor Code Sections 1720 et seq. in all bid invitations and public works contracts.
- A pre-job conference with the contractor and subcontractors to discuss applicable federal and state labor law requirements.
• Project contractors and subcontractors shall be required to maintain and, at
designated times, furnish certified copies of weekly payroll containing a
statement of compliance signed under penalty of perjury.
• The District shall review, and if appropriate audit, the payroll records of the
employees of the contractor and/or subcontractor. The review and audit shall
be conducted by the Director of Purchasing and Warehouse Business
Services or an independent third party, but not the third party with whom the
District contracts to initiate and enforce a labor compliance program under
Labor Code Section 1771.7.
• If an investigation establishes that an underpayment of wages has occurred,
the District shall withhold any contract payments, equal to the amount of
underpayment and any applicable penalties.
• The Vice President of Finance and Administrative Services or the Director of
Purchasing and Warehouse Business Services shall transmit a written finding
that the District has initiated and enforced, or has contracted with a third party
to initiate and enforce, the required labor compliance program, to the Director
of the Department of Industrial Relations, or any successor agency that is
responsible for the oversight of employee wage and work hour laws.

Also See Board Policy 6340 Bids and Contracts.

Board Approved 01/17/12
Revised 11/25/13
Revised 01/21/14
Revised 07/21/15

Approved by:
Financial Resources 06/05/19
ASCC
CSEA
Academic Senate
Management Team
Supv/Confidential Team
Steering Committee

NOTE: This procedure is legally advised. New language is indicated by underline,
deleted language is indicated by strikethrough, and subsequent changes to language
are indicated by shading.
BP 6340  BIDS AND CONTRACTS

References: Education Code Sections 81641 et seq.; Public Contract Code Sections 20650 et seq.; Government Code Section 53060
Accrediting Commission for Community and Junior Colleges

The Board delegates to the Superintendent/President or designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board of Trustees.
- Contracts for work to be done, services to be performed or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board of Trustees.
- When bids are required according to Public Contract Code Section 20651, the Board of Trustees shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Board of Trustees requires and may reject all bids.

If the Superintendent/President or designee conclude that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President or designee is authorized to proceed with a contract.

Also see Administrative Procedure 6340 Bids and Contracts.
Board Approved 07/21/09
Desk Review 02/04/13
Revised 04/07/15

Approved by:
Financial Resources 06/05/19
ASCC
CSEA
Academic Senate
Management Team
Supv/Confidential Team
Steering Committee

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated by shading.
The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless telephone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee’s gross income.

The value of a cellular telephone provided by the District primarily for noncompensatory business purposes is excludable from an employee’s income. Employees will generally not be required to keep notes of business and personal use of District-issued cellular telephones when the telephones are issued for noncompensatory business reasons.

These rules do not apply to wireless or cellular telephones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

There is no expectation of privacy in the use of a District-issued cellular telephone.

Also see Board Policy 6450 Wireless or Cellular Telephone Use.
CSEA
Academic Senate
Management Team
Supv/Confidential Team
Steering Committee

NOTE: This procedure is legally advised. New language is indicated by underline,
deleted language is indicated by strikethrough, and subsequent changes to language
are indicated by shading.
BP 6450    WIRELESS OR CELLULAR TELEPHONE USE

Reference:  Vehicle Code Sections 12810.3, 23123, and 23124
            Internal Revenue Code (I.R.C.)  26 U.S. Code Sections 274(d)(4) and 280F(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee’s gross income.

The value of a cellular telephone provided by the District primarily for noncompensatory business purposes is excludable from an employee’s income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for noncompensatory business reasons.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

There shall be no expectation of privacy in the use of a District-issued cellular telephone.

Also see Administrative Procedure 6450 Wireless or Cellular Telephone Use.

Board Approval 05/21/13

Approved by:  Financial Resources 08/28/19
            ASCC
            CSEA
            Academic Senate
            Management Team
            Supv/Confidential Team
            Steering Committee

NOTE: This procedure is legally advised. New language is indicated by underline,
deleted language is indicated by strikethrough, and subsequent changes to language are indicated by shading.
PROPOSED ACADEMIC SENATE ACTIVITIES

AcSen Community Social Socials, 5-7pm

- **July**: Glendora Continental, Glendora (Thursday) **7/18/2019**
  316 W Rte 66, Glendora, CA 91740

- **October**: Max’s, Azusa (Wednesday, post CCFA), **10/16/2019**
  Max’s Mexican Cuisine, 635 N Azusa Ave, Azusa, CA 91702

- **November**: 38 Degrees Ale House, Monrovia (Wednesday) **11/20/2019**
  110 E Colorado Blvd, Monrovia, CA 91016

- **December**: Alosta Brewing, Covina (Wednesday, post joint AcSen/CCFA) **12/4/2019**
  692 Arrow Grand Cir, Covina, CA 91722 *(Union Shirts)*

- **February**: Bacchus Back to School @ Rev Winery (Thursday) **2/20/20**
  1580 W San Bernardino Rd Unit H, Covina, CA 91722

- **March**: Congregation, Azusa (Wednesday) **3/18/20**
  619 N Azusa Ave, Azusa, CA 91702

- **April**: Route 66 Roadhouse & Tavern, Duarte (Thursday) **4/30/20**
  1846 Huntington Dr, Duarte, CA 91010

- **May**: Eureka, Claremont (Wednesday, post CCFA) **5/20/20** pending CCFA meeting location
  580 W 1st St, Claremont, CA 91711

- **June**: Marie Callender’s, Azusa Happy Hour (Friday, before Graduation) **6/12/2020**
  1175 E Alosta Ave, Azusa, CA 91702

- **May or June**: eBoard Dinner Walter’s, Claremont TBD
  310 Yale Ave, Claremont, CA 91711

**Monthly Pre-Senate Brown Bag**
- Open Hour (1:30- 2:30pm) before biweekly Senate meetings- this will be for members who can’t stop in and have items to share or just want to spend some time chitchatting.

**Annual Charity**
- **Fall 2019**: Love Letters, Arts Fundraiser (John, Cherie) **Next Week**
- **Spring 2020**: Boots to Books? Poetry Festival? (Bruce, Lisa)

**Other Possible Social Entanglements**
- Weekly Community Office Hours-Faculty Hub a.k.a Hayden Hall
- Semi Annual Big Deal
- County Fair: Citrus Night ($12 tickets at Superior or Vons)
- Sporting Night: Citrus Owl Faculty Night **10/26/19** (Victor Valley)
- Christmas Is? **12/7/2019- 12/21/2019**
- Faculty Grading Night Club (Evening Hayden Office Hours)
- Head, Hand, and Foot Massage Day (Ann)
- Faculty Adulting Series
- How to care for your car (Jeremy, Dave, Bryce automotive students)
- How to invest (Paul)
- Brain Train Field Trips! Dim Sum, Dodgers, Modern Times, Natural History Museum (Gold Line excursions)
- Field Hike Botany (Bobby)

CicLAvia—Heart of LA, **October 6**, 9am-4pm: [https://www.ciclavia.org/ciclavia_heart_of_la19#ciclavia_heart_of_la19](https://www.ciclavia.org/ciclavia_heart_of_la19#ciclavia_heart_of_la19)
Academic Senate at Citrus College

The Citrus College Academic Senate is formed in order to ensure democratic participation of the faculty in shared governance, in the development of policies and procedures of the college and to foster the long-range interests and well-being of the college.

Annual Purpose Statement 2018-2019

Agendas and Meeting Minutes for 2019
Meeting Dates and Agenda Deadlines

Links of Interest
- Academic Senate for California Community Colleges
- Academic Senate Constitution and Bylaws
- Academic Senate Officers and Representatives
- Faculty Code of Ethical Conduct
- Instructor's Office Hours
- Organization and Governance Handbook

Shared Governance
- BP 2510 Participation in Local Decision Making
- AP 2510 Participation in Local Decision Making
- Student Success Task Force Final Recommendations
- Title V Regulations on Shared Governance
- Transfer Degree Presentation, Spring 2013
- Faculty Hiring Policies
- Recruitment and Selection of Full-Time and Adjunct Faculty

NEEDS REORGANIZATION

1. Shared Governance (App)(R)
2. Title V Regulations
3. AB 1725 - State Bill
4. Academic Senate Constitution/Bylaws
5. Union Constitution/Bylaws

6. Steering Committee
7. Curriculum Committee
8. Contract
Chapter 4 (4000 Series) Academic Affairs-

BP 4010 Academic Calendar
AP 4010 Academic Calendar

The academic calendar is determined by a committee with constituents from every bargaining group and ASCC. This group meets once per year in the Fall to develop the calendar 2 years in the future. There is one faculty member who co-chairs this meeting.

Some commons assumptions about the calendar to keep in mind is that the holidays and closure are subject to every bargaining units negotiated days off. The College closures particularly affect the work schedules of CSEA which has a required minimum number of days during the Winter closing.

Also there are rules from the state regarding mandatory holidays and their placement.

BP 4080 Instructional Materials and Textbook Adoption and Procurement

You, as the instructor on record, may select any appropriate materials as you see fit for your course. That said, there are some considerations.

It is good politics to discuss material updates and changes with your discipline faculty. This could be as minor as edition changes from the publisher to using a completely different text which is your right.

The College culture/practice is to list all books that are used in the course. Notice that this is College practice, it is not state law. You must have a representative text in the COR, course outline of record. This is used at the adoption of a course locally, at the approval process at the state level, and by students, adjunct, and the bookstore potentially.

Having clear practices across campus has led to listing all books, but should you desire to use a different text than the one listed, you are allowed to adopt it whether it is listed or not on the COR in CIM (Courseleaf Curriculum Approval system)

BP 4230 Grading and Academic Record Symbols
AP 4230 Grading and Academic Record Symbols

While you are required to grade students, your requirements for maintaining paperwork are not written into any policy or law. We are not K-12 employees and, as such, the record for which we are responsible to maintain is that of the grading progress of each student, evidenced by the persistent advisement to download and preserve grades at the close of term. While the College requests attendance sheets, it is increasingly challenging to account for this scraps of paper as we work in the digital space.

This is moot for disciplines that require hours. They track and supply this information in a different manner than the majority of the College community.

For those not teaching courses that track hourly, it can prove helpful to record a last date of attendance in Wingspan/Banner when uploading a grade at the end of the term. Doing so has the same effect as grading sheets. A date allows Admissions and Records to determine if a student request to drop a course is valid, if they owe funds for a course, or if they qualify for a reimbursement. For students receiving outside grants and aid, e.g., Veterans, this last date of attendance is important in maintaining their status to receive aid.

It is expected to keep these records for at least 3 years. If you are only keeping electronic records with a last date of attendance, it will be easier to do so for many more years.

BP 4270 Minimum Class Size

Class size is not a “financial” decision based on the room size or apparent economy at the time. It is determined when the course, its content, and hours are adopted by the Curriculum Committee.

While there is guidance should you desire to teach a larger than standard size course and received compensation, keep in mind that the number listed in the COR, Course Outline of Record, speaks to the limit on the number of students to make the course successful.

This number is set by faculty creating curriculum. This number may be updated at the discretion of the faculty as needs change for the curriculum. The number approved is the maximum allowed.

Chapter 5 (5000 Series) Student Services-

AP 5013 Students in the Military

Military students have many allowances in College policies due to the precarious nature of their attachment to a branch of the Armed Forces. Many reservists and civilians can be reactivated and called into duty. Much of the flexibility in Attendance and Withdrawal policies seek to help them not lose their good standing as students or to forfeit their rights to equitable financial aid.

BP 5070 Attendance

It is your best interest to clearly state your attendance policy in writing with your classes. This policy represents the bare minimum expected as it pertains to removal for non-attendance. It doesn’t address the numerous issues that may be specific to either lab or field coursework, or even courses that require clock hours. Do not assume that this policy will address all of those contingencies.

What it does empower you to do it is to implement clear guidelines beyond this bare minimum to ensure that student participants are aware of the responsibility to attend and your right to remove them should they not met clearly written standards.

AP 5075 Course Adds and Drops
This policy, like many others, speaks to services provided to at-risk students who need assistance. Familiarize yourself with services and their location because when a student finally makes themselves vulnerable to ask for help, it could be the only time they feel brave enough to approach an College employee.

This is the document to which one refers when deciding if a student has violated the College’s conduct policy for students. There is a numbered list of the behaviors that are governed by this policy that will result in disciplinary action. This policy doesn’t list specific consequences as student behavior is highly variable.

It also doesn’t list the link to the online Incident Report form.

https://cm.maxient.com/reportingform.php?CitrusCollege&layout_id=0

If you think that your academic preparation covers multiple FSAs, Faculty Service Areas, you can use the Equivalency Process, which is used for adjuncts and new hires with “non-standard” degrees, to apply for an additional service area.

For example, if you have a Physics degree which contained large amount of Math, you may meet the Minimum Qualifications for Math as well.

The Equivalency Committee, co-chaired by a faculty member, convenes a committee to review equivalencies as they are received by Human Resources. There is a form to complete as well as the requirement of a copy of your transcripts.

This policy allows for no less than 5 full time faculty members to apply for a one semester leave from campus to pursue activities that are enriching academically for you, but are also an investment the College expects will augment the skills and experiences we make available to students.

Applications are available in the Fall only. The process is distributed electronically to all faculty. The first spots are determined based on seniority, with the latter spots filled on merit. All applications are screened by a committee appointed by the Academic Senate using a rubric that was developed and approved by faculty.

Applicants are notified in late Fall. Approved applications are subject to Board approval before they are granted.
2018-2019 SLO Assessment Cycle

Workspace Activity for All Participating Areas: All Work Statuses

Percentage in Status: All Statuses (out of 1229 participating areas, however, only 808 participating areas will submit SLO assessments this year.)

This information was gathered on 9/11/2019 @ 13:15

1. Review/Reconcile Completed is 1.49% (12 from 808)

2. Review/Reconcile Complete: NOT Released is 0.12% (1 from 808)

3. Requires Reconciliation 0% (0 from 808)

4. Requires Review (Submitted by faculty)
   Assessment Plan 13.12% (106 from 808)
   Assessment Findings 12.75% (103 from 808)
   SLOA Form 13.37% (108 from 808)

5. Review In Progress 0% (0 from 808)

6. Work Sent Back for Revision 0.12% (1 from 808)

7. Work in Progress (Opened by faculty but not submitted)
   Assessment Plan 12.5% (101 from 808)
   Assessment Findings 8.66% (70 from 808)
   SLOA Form 11.51% (93 from 808)

8. Work Not Started
   Assessment Plan 72.77%, (588 from 808)
   Assessment Findings 76.98% (622 from 808)
   SLOA Form 73.39% (593 from 808)
HAYDEN MEMORIAL LIBRARY FAQs - Fall 2019 (Updated 8/26/19)

Students can now reset their student email password to sync it with other Citrus College logins such as Canvas, network, wi-fi, printing, online orientation, and campus portal (my.citruscollege.edu).

![USERNAME: First part of Citrus email before @]

![PASSWORD: Citrus email password]

How do I log into a computer network, wi-fi, WingSpan and/or Canvas?
The username to access these services is the first part of your Citrus email address before @. The password is your Citrus email password. Tip: Usernames over 20 characters need to be shortened by removing letters from the beginning to total no more than 20 including the numbers. WingSpan and Canvas can be accessed from the campus homepage or campus portal (my.citruscollege.edu).

What is my Citrus email address?
Check your welcome letter for your Citrus email address. It includes the first three letters of your first name, your entire last name and three random numbers followed by @student.citruscollege.edu. Your username is the portion before the @ symbol.

![How do I log into my Citrus Email?]

Visit my.citruscollege.edu, select Student Email. The username is your entire email address. If you already have a password, enter it. You will be prompted to update your information. If you don’t know the password, see instructions below.

How do I set/reset my email password?
Select “Can't access your account?”. Enter your entire email address and after 5 minutes, use the default password: Capital “C”, lowercase “c” and full birthdate: CcMMDDYYYY (only needed the first time you set your password – Tip: After set/reset, change your password ASAP). You will be prompted to update your account with more information. Future resets will use the security information you provide.

How do I forward my Citrus email to another email account?
Log into your email account (above), open Outlook, select Settings (gear) icon. Under “Your app settings”, select “Mail”. Under “Accounts”, select “Forwarding”, then “Start Forwarding”. Enter your email address and then select “Save”. Tip: Send an email to your Citrus account to verify that forwarding is working correctly.

How can I print and what is the cost?
Upload your document seven different ways to any of the six Wēpa print stations on campus located in the Library (LI), Campus Center (CC), Math (MA) and Student Services (SS) buildings. Black and white single-sided is 12¢, double-sided 19¢, color single-sided 50¢, double-sided 99¢. Learn more at libguides.citruscollege.edu/print

How can I renew my library materials & access databases off-campus?
Visit the Access e-Resources 24/7 link on the library homepage. Select “Sign In”, then First time, select “Set/reset password”, enter your WingSpan ID and select “Request new password”. Check your Citrus email and select the password link (within 24 hrs) to set a new password. If you forgot your password, use the same process. Items can be renewed twice before they are overdue.

For other login issues, call the TeCs Help Desk (626) 857-4100 or Visit IS 103 or SS 1st Floor Lobby
Library Questions? Call (626) 914-8644 ~ Text (626) 600-2153 ~ Chat libguides.citruscollege.edu/library
Student-Centered Teaching

A Professional Development Series

Over the course of this eight-session series, participants will be introduced to important concepts and strategies that strengthen undergraduate teaching and learning. Some of these topics include Growth Mindset, Differentiated Instruction, Universal Design for Learning (UDL) and Digitally Infused Instruction. While each session will address a different topic, all sessions share the common goal of introducing important concepts for instructors; expanding participants’ repertoire of pedagogical strategies; allowing for broad discussion; and community building among faculty from across disciplines.

This year’s series will be co-facilitated by Dr. Dale Salwak (English) and Dr. Marianne Smith (Institute for Completion). Each session will feature a guest presenter.

WHO SHOULD REGISTER:
New full-time faculty, adjunct faculty and any other faculty interested in expanding their practice. Participants who attend the entire workshop series will receive a $500 stipend.

FOR MORE INFORMATION AND TO REGISTER, CONTACT:
Marianne Smith, Ph.D.
The Institute for Completion
marsmith@citruscollege.edu

ALL SESSIONS WILL RUN FROM 8:30 A.M. TO 12:30 P.M. IN HAYDEN HALL.

Sept. 13, 2019
Oct. 11, 2019
Nov. 15, 2019
Dec. 6, 2019
Jan. 17, 2020
March 20, 2020
April 24, 2020
May 29, 2020