



EDUCATIONAL PROGRAMS COMMITTEE

Monday, March 30, 2026 | 2:45 – 4:00 p.m. | Zoom

Chair: Dr. Dana Hester, Vice President of Academic Affairs

MINUTES

Members Present:

Catie Besancon, SLOA Coordinator
Jack Beckham, Dean of Social and Behavioral Sciences
Junior Domingo, Dean of Kinesiology, Health and Athletics
Balaji Sethu Raja, Dean of Mathematics, Business and Sciences
Amberly Chamberlain, Dean of Visual and Performing Arts
Dan Volonte, Program Review Coordinator
Lan Hao, Director of Institutional Research
Marivel Ortiz-Sanchez, Director of Duan Enrollment
Jeremy Clark, Associate Dean of Natural and Physical Sciences
My Chau, Director of Grants
Jennifer Miller-Thayer, Honors Coordinator
Terry Adams, CTE Supervisor
Michelle Plug, Articulation Officer and Curriculum Chair

Members Absent:

Dana Hester, Vice President of Academic Affairs
Gerald Sequeira, Dean of Enrollment Services
Kim Orlijan, Dean of Language Arts and Library
Elaine Lipiz Gonzalez, Dean of Counseling
Lisa Villa, Academic Senate President
Senya Lubisich, OE Faculty Coordinator
Salima Allahbahacyo, Director of Health Sciences
Kimberly Mathews, Dean of Career and Technical Education
Nicolas Estey, ASCC Representative

Guests:

None

1. Approval of Minutes – March 2, 2026

Minutes approved with one abstention from Marivel.

2. Workgroup Reports:

Curriculum Committee – Common course numbering for Phase 2A is complete, with Phase 2B nearing completion. Phase 3 numbering has been temporarily paused so that the college can better position itself to align with CSU and UC schools.

Faculty are diligently working to iron out any wrinkles in regard to the standard attendance accounting method (SAAM).

Lastly, recent Title V revisions require the addition of a process to include DEIA+ into our course outline of record, so the Curriculum Committee may be voting on this topic at their next meeting.

Dual Enrollment – The Dual Enrollment team is practicing a little at-risk intervention with outreach to struggling students and guiding them to counseling and other support services.

The first graduation celebration for Dual Enrollment students will be held on June 2 from 5:00 – 7:00 p.m. in CI-159. Eleven students are on track to attain an associate degree in Administration of Justice, and they're being encouraged now to submit their grad applications in time to join commencement.

Enrollment Management – No report at this time.

Grants – The Summer Research Experience application deadline was mid-March, so students should learn their placements by early May.

Over the weekend of the 28th, TRIO students attended the MESA conference in Bakersfield, where they received helpful career advice and insights.

Citrus applied for two grants: The first is to partner with Cal Poly Pomona for a NASA aerospace technical workforce hub grant which will allow faculty to participate in workforce meetings to develop pathways to careers in the aerospace industry. The other grant is to partner with Pasadena City College for a California Integrative Regenerative Medicine Educate Bridges grant for internship placements for our biotechnology students.

Honors Transfer Program – The UCR Honors was this past Saturday the 28th, and it was attended by Dr. Schulz and other Citrus faculty and staff who showed up as volunteers or to show enthusiastic support for the thoughtful and engaging projects. There were two paper presentations and three poster presentations, and two students won the Exemplary Achievement Scholarship award, and because the written submissions were universally praised, the remaining eight applicants will receive honorable mentions at an upcoming spring reception.

Summer and fall 2026 schedules are complete, but two of the planned courses had to be canceled due to a shortage of available faculty to teach them. HTP is working with deans and faculty to boost numbers for future fall programs. Also this summer, there will be a speech class included in this year's Study Abroad program to Seoul, Korea, which is an exciting first for the program.

HTP is busy building winter and spring 2027 classes, but they are bumping into a few issues regarding legislative and other process requirements that are creating potential barriers pertaining to which classes can be covered by financial aid.

HTP is collaborating with different offices around campus to try and reach a solution that will have the least impact as possible on students' progress through their coursework.

The program continues to grow thanks to robust outreach efforts. Melisa Edwards and student volunteers tabled at various events like Club Rush, Transfer Fair, and Citrus College Night, with the addition of counseling presentations. Steady Instagram content and posts are also connecting with students, and program enrollment currently sits at just under 200.

This year's spring reception is scheduled for Tuesday, June 2, from 3:00 – 5:30 in Campus Center East, which will be a joint celebration with AGS and PTK. More information will be shared soon.

Online Education – Online Education is happy to welcome and introduce Tom Costello to the team. He is the new Instructional Designer and is happy to help everyone in one-on-one meetings. He is on the second floor of CI in the office between Chuong Tran and Cathy Day.

Elizabeth Cook from the library joined the Online Education Committee to present the LibGuide to assist faculty; the guide can be found in the committee Canvas shell, as well as the new faculty support shell. The committee also discussed RSI and accessibility, and they're looking forward to implementing new AI tools that can assist with creating and remediating ADA-compliant content.

A second accessibility session will be offered in April, which is a repeat of the course Amanda Konya facilitated over the winter. For additional support, Jack and Senya are happy to connect faculty with the student employee who can help with video editing, and Senya can assist instructors with a video captioning program. In addition to these resources, there is a link to the new support hub in Canvas located on the left-hand side of your log-in dashboard, which directs faculty to RSI and accessibility resources.

No new courses are being accepted for POOCR, as courses currently loaded into the queue are moving through the process. The new, updated rubric from the CVC-OEI should be available in June.

Faculty are eligible to receive compensation for work bringing their course into a developed rating on the ACCJC RSI rubric. The process begins with a self-evaluation, and participants can meet one-on-one, in groups, or in a summer RSI Academy. Additionally, the Chancellor's Office is rolling out a collection of AI tools that Academic Senate might review and discuss in the spring. All of this looks forward to the April 24th deadline that new accessibility regulations go into effect that require all content be fully accessible.

Program Review/SLOA – There is a meeting this Friday at 10:00 a.m. on Zoom, where the group will examine the integrated planning manual.

Strong Workforce Program/Perkins – Strong Workforce is in the early stages of project development, and by June, the budgets will be settled. Look for an announcement in July regarding allocations, with the processing being complete for disbursements in late fall.

The 2026-27 Perkins application was emailed to faculty on March 23 with an April 24 deadline. Faculty presentations will be held on Zoom in late April, with scoring completed in early May, and funding will be effective July 1.

A Comprehensive Local Needs Assessment is scheduled for April 7, which brings together a variety of stakeholders, partners, and community members to share understanding of our performance trends for CTE programs. This includes a self-assessment that aligns with four core indicators for Perkins, which are measured against the negotiated state benchmarks to see how Citrus performs in these areas. The completed report accompanies the Perkins applications in NOVA.

3. Information: None at this time.

4. Old Business: AP 4102 (Amberly and Kimberly)
AP 4102 (Kimberly and Amberly)
AP 4103 (Kimberly and Amberly)
AP 4222 (Kimberly and Amberly)
AP 4228 (Kimberly and Amberly)
AP 4235 (Kimberly and Amberly)
AP 4260 (Kimberly and Amberly)
BP 4021 (Kimberly and Amberly)
BP 4235 (Kimberly and Amberly)
BP 4260 (Kimberly and Amberly)
BP 4400 (Kimberly and Amberly)

5. New Business: Reviews and approvals of APs and BPs.

- BP 4270 (*Salima and Bala*)
 - Motion to approve from Jeremy, seconded by Dan.
 - Minor edits to be made to AP 4270 to match the BP.
- BP 4030 (*My and Jack*)
 - Motion to approve from Dan, seconded by Jeremy.
- BP 4220 (*Kim and Marivel*)
 - Motion to approve from Dan, seconded by Catie.
- AP 4102 Minimum Class Size (*Amberly and Kimberly*)
 - Continue discussion, revisit in Old Business.

Meeting adjourned at 4:02 p.m.

SPRING 2026 DATES

May 4 | June 8

For physical reference to items discussed in these minutes, including full reports, please contact ttolliver@citruscollege.edu and it will be emailed as an attachment.