

EDUCATIONAL PROGRAMS COMMITTEE MINUTES

August 25, 2025

CHAIR: Dana Hester, Vice President of Academic Affairs

Members Present:

Catie Besancon, SLOA Coordinator
Jack Beckham, Dean of Social and Behavioral Sciences
Jennifer Miller-Thayer, Honors Coordinator
Kim Orlijan, Dean of Language Arts and Library
Elaine Lipiz Gonzalez, Dean of Counseling
Terry Adams, CTE Supervisor
Junior Domingo, Dean of Kinesiology, Health and Athletics
Lisa Villa, Academic Senate President
Michelle Plug, Articulation Officer and Curriculum Chair
Balaji Sethu Raja, Dean of Mathematics, Business and Sciences
Amberly Chamberlain, Dean of Visual and Performing Arts
Dan Volonte, Program Review Coordinator
Senya Lubisich, OE Faculty Coordinator
Salima Allahbachayo, Director of Health Sciences
Lan Hao, Director of Institutional Research

Guests: None

Members Absent:

Dana Hester, Vice President of Academic Affairs
Gerald Sequeira, Dean of Enrollment Services
Renee Liskey, Academic Senate Vice President
Ivon McCraven, Director of Continuing Education
Kimberly Mathews, Dean of Career and Technical Education
Jeremy Clark, Associate Dean of Natural and Physical Sciences
Marivel Ortiz-Sanchez, Director of Dual Enrollment
My Chau, Director of Grants
Nicolas Estey, ASCC Representative (had not yet been assigned)
Vacant, Classified Representative

1. Approval of Minutes – June 2, 2025

Minutes approved.

2. Workgroup Reports:

Curriculum Committee – Michelle announced the Curriculum Committee training would take place on Thursday August 28th. The committee and faculty will be working on phase 2A of Common Course Numbering. Phase 2b will not be student-facing until fall 2027. There has been a change in Title 5 which requires DEIA+ to be addressed in curriculum/course outlines of record. That will be a discussion and work for this year. There are some changes to ADT templates such as Physics and we will also need to work on the regular 6-year course reviews.

Grants – My provided a written report. The TRIO STEM Support Services Grant has been renewed by the Department of Education. The grant provides \$1.3 million in support over the next 5 years to students who are: first generation, Pell Grant recipients, or disabled majoring in STEM and/or Health Sciences. A faculty learning community was hosted in early August by the BRIDGE Grant in partnership with Cal Poly Pomona; faculty discussed grant writing strategies, resources for engineering transfer students, and articulation issues for electrical and computer engineering courses. The SOAR grant will be hosting a student orientation on September 12th to learn about program requirements and possible resources. The student research symposium will be hosted in the campus center on September 24th from 1:00 – 3:00pm.

Honors Transfer Program – The following is an abbreviated version of Jennifer's written report.

The new HTP office location is now in ES 614. We also have a student lounge area for studying, eating, and socializing also in ES 614 (in front of the office). Please encourage students interested in the honors program to stop by. There is also a 2nd honors classroom space in ES (612) as well, so more classes may be offered. We attended several recruitment events over the summer, including Welcome Day last week. Our Welcome Day presentation had approximately 25 people attend and our table on the walkway was consistently busy (we handed out about 50 flyers). We continued to receive applications throughout the summer and our fall 2025 enrollment as of today, is 152 which is 9% higher than last fall (2024 at 144), and 16% higher than spring 2025 (131). We now have the new student application link up on our webpage and have had our first few students using the new application process. It is a much smoother and faster application process, so we are excited to have this in place.

During fall, I plan to train faculty how to start an application with a recommendation form (these are not on our webpage to reduce confusion and duplicate application issues – we hope to house them in each division shell and on our HTP shell).

I am continuing to work with deans and faculty on expanding our course offerings, so if anyone is interested in adding a class to the honors curriculum, please reach out to me. We are also recruiting new faculty who are interested in teaching honors classes.

Online Education –

1. POCR – Nichole Ary has taken over the role of POCR Lead for Citrus. We have considerable interest in the POCR process and have a queue of instructors/courses working towards their badge. Currently six faculty have earned a badge for their course, two faculty members are making final revisions, and three faculty members are awaiting their Lead rubric. An additional six courses are waiting to begin the peer review process.

2. Committee Meetings – First Committee meeting of the semester will be held on September 22 at 2:40pm – via Zoom and in CI-137. We will be talking about RSI, opportunities to create Communities of Practice, and to work with our Instructional Designer, Dr. Monica Jackson.

3. Training – Our focus this year is on RSI. Dr. Jackson has created an informational video to help teach faculty what is required of them. This has been shared with the Deans but is also linked to this report. Additionally, there is a Hypothes.is training scheduled for September 26.

Important Announcements:

4. ZOOM Deletions – On October 1, 2025, all zoom recordings that were made through July 1, 2024 will be deleted. Any recordings that faculty wish to retain should be downloaded and saved in an alternate platform – such as Studio or YouTube or both! For institutional recordings that are intended to be used for continued training, there is a Special Group setting that can be used to protect and preserve those recordings.
5. YouTube in Canvas – Starting in September, YouTube videos that are linked/embedded in Canvas courses will play ads. Faculty will be receiving information about how to import videos through YouTube Player for Education to strip out ads.

Program Review/SLOA – Dan shared the annual program review is due October 31st. The resource requests first, soft deadline is November 1st. Final consideration for resource requests is February 28th. Comprehensives schedule is posted on the program review website.

Catie shared for SLOA that she recently shared an update at the Academic Senate meeting and provided a description of what we are looking for in the reflections section of the padlet. We are hoping to close the SLO assessments for 24-25 by the end of September. In the future, SLOA will be closed by mid-September for the previous year's assessments. This year's focus is communication and computation core competencies.

Strong Workforce Program/Perkins – Terry shared that the Chancellor's Office provided the fiscal year 2025-26 Strong Workforce funding; Citrus College's base allocation is approximately \$502,000 with incentive funding of roughly \$161,000. Programs that will be funded include Nursing, Emerging Theatre Technologies, Registered Dental Assisting, Drone Technology, and Architecture and Drafting. Some funding will support counseling and professional development across all projects.

3. Information: Burden-Free Access to Instructional Materials Guidance Memo – the Committee discussed the major impacts proposed by this newly chaptered legislation. The intent is for all community colleges to provide all course materials to students by the first day of classes. A major component will likely be broadening utilization of OER materials as applicable or appropriate. The Committee will likely work in partnership with the Academic Senate and Curriculum Committees to draft board policy and administrative procedure language which is required by January, 2026.

4. New Business: 2025-26 EPC Purpose Statement – the Committee reviewed and will bring back for review and approval at the next meeting.

5. Old Business: no items

6. BP/AP Reviews: No Discussion

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