



EDUCATIONAL PROGRAMS COMMITTEE

Monday, October 6, 2025 | 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
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
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

Guests:

None

1. Approval of Minutes – August 25, 2025

Minutes approved.

2. Workgroup Reports:

Curriculum Committee – One of the major topics is common course numbering, which will likely be a top priority for the next several years. Citrus is currently in Phase 2A, which consists of working with faculty to enter the information into

CourseLeaf with a December deadline for Cal-GETC review. Both 2A and 2B should be submitted by summer.

Discussions with different departments regarding lab and lecture unit hours are in progress to refine standardized attendance accounting methods.

Additionally, the committee is making revisions to upcoming ADTs, and also beginning their regular six-year review process. Title V ranks for DEIA+ have been approved, along with universal design in the core. More information is forthcoming for implementing policies and procedures.

Dual Enrollment – Marivel shared current data about the program. Around 1,500 students are participating across 113 dual enrollment classes. Marivel is working with Elaine Lipiz Gonzalez and the counseling team to review the ADT and Administration of Justice cohort that will be the first from Monrovia to graduate in 2026.

Enrollment Management – The committee expects to have updates on enrollment and accreditation, as well as news on the accreditation timeline, at their next meeting on Thursday, October 9 at 3:00 p.m. in CI-159 and on Zoom. The committee will also continue a conversation begun last year about forming and scheduling new workgroups.

Grants – Students in the SOAR program attended orientation in September, and part of the program also includes upcoming workshops to enhance student participation and success. My recently attended the National Science Foundation's annual scholars meeting in San Diego with two students who presented their research.

The TRIO grant was renewed, with updated competitive preference priorities including enhancing experiential learning and educational access, so upcoming workshops will align with these priorities. In partnership with the Career Transfer Center, TRIO facilitated workshops on creating resumes and will pair them with additional workshops on internships.

My also confirmed that 2025-26 marks the beginning of the final year for the STARS and Project RAISE grants.

Honors Transfer Program – Jennifer shared that the EPC purpose statement has been updated, and that committee meetings are being slightly restructured to include a news/updates handout and the creation of subcommittees focusing on reviewing applications, writing a student handbook, and events and social media communications.

Currently, 171 students are enrolled in the program, and to help continue to grow the program, the application process has been streamlined with a link to the new

application making it easier for faculty and counselors to make recommendations to start the process.

The winter and spring 2026 courses are complete, with work for summer and fall 2026 in progress, and Deans are encouraged to reach out for support in meeting their divisions' needs. Additionally, expanded offerings are being added to CourseLeaf.

For HTCC, the spring Honors conference is being scheduled for March 28, 2026, at UCR, and faculty and Deans are encouraged to attend. Students must submit their abstracts and submission information by December 1, 2025, for consideration. Registration and parking fees will likely be no-cost as they have been in the past.

Their next meeting is scheduled for October 15.

Online Education – The committee met on September 22 and reviewed their purpose statement and added two additional members. This year's focus will be on supporting faculty in meeting regulations pertaining to accessibility and substantive interaction. Senya shared that new accessibility regulations go into effect April 24, 2026, and the college will be proactive in its compliance measures. Faculty is encouraged to use the Pope Tech Accessibility Checker tool in Canvas, and the new Instructional Designer, Dr. Monica Jackson, is available to assist with troubleshooting and developing accessible content.

Regular and substantive interaction is an accreditation goal to be rolled out by spring 2026. The committee is working with the Citrus College Faculty Association (CCFA) and the adjunct faculty union, to have an MOU in place to ensure that faculty is supported in their efforts toward regular and substantive interaction. Senya suggested keeping four key questions in mind as a baseline for success: Do you provide more than weekly announcements? Are you responsive and participating in course content, like discussion boards? Are you providing individualized grading feedback and using rubrics? Are you providing responsive instruction to students to help enhance and clarify?

Upcoming training includes an H5P authoring tool training on October 24, along with opportunities in partnership with Professional Learning's Tech Fridays series. Later in the year, Nichole Ary will facilitate a 10-10-10 communication course highlighting best practices for the first 10 hours, first 10 days, and first 10 weeks of a course. In late spring or summer, there may also be a training offered for advanced Canvas techniques.

Program Review/SLOA – The committee last met in September and has been working on annual program reviews, which are due October 31. Faculty can access their old program reviews, and Dan sent out a blank form for a template.

First chance for resource requests are also due on October 31, with the final resource requests due February 27, 2026.

A lot of valuable feedback from faculty and Deans on the comprehensives will help guide revisions for clarification, particularly regarding the curriculum table. Updates will be shared at the next committee meeting scheduled for November 7.

Catie shared that per the request from the Deans, the SLOA Padlets remain open and accessible for another week to collect as much participation as possible on the previous year's SLOs. The new Padlet for 2025-26 will launch in mid- to late-October, and some of the language has been revised for clarity and clarification.

Strong Workforce Program/Perkins – No report at this time.

3. Information: Burden-Free Access to Instructional Materials Guidance Memo – The committee reviewed the memo during the last meeting, but Dana shared updates that other colleges are taking the same approach as Citrus by including conversations with Academic Senate and Curriculum committees. There is a January 2026 deadline by which a policy and instructional materials will be made available to students for all courses by the first day of every class.

Most of the guidance memo focuses on a commitment to Open Educational Resources (OER) and making normally costly items like textbooks and cosmetology kits available and accessible to students. California community colleges are encouraged to partner with each other to see what work they've done in modifying a financial resource in order to leverage funding for these cost-saving efforts.

4. Old Business: The 2025-26 Purpose Statement draft will be presented at the November meeting.

5. New Business: No items at this time.

6. Board Policy and Administrative Procedure Review: The favored practiced in completing a thorough review of the BPs and APs has been to have smaller groups work on the policies and procedures together, then bring their suggested changes back to the larger group for more impactful and effective improvements. Elaine Lipiz Gonzalez shared that Student Services follows a similar process, as does Lisa Villa in Academic Senate, of running it through various smaller groups for more focused, detailed feedback.

Meeting adjourned at 3:51 p.m.

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.