



## **EDUCATIONAL PROGRAMS COMMITTEE**

Monday, November 3, 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  
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  
Jeremy Clark, Associate Dean of Natural and Physical Sciences  
Marivel Ortiz-Sanchez, Director of Dual Enrollment  
My Chau, Director of Grants  
Vacant, Classified Representative

#### **Members Absent:**

Michelle Plug, Articulation Officer and Curriculum Chair  
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  
Nicolas Estey, ASCC Representative

#### **Guests:**

None

#### **1. Approval of Minutes – October 6, 2025**

Minutes approved.

#### **2. Workgroup Reports:**

**Curriculum Committee** – In Michelle's absence, Dana shared that Michelle continues to support the committee in navigating through tech review.

Additionally, in accordance with Title 5 regulations, a large cohort of classes are going through their 6-year review process. There are also conversations happening around Phase 2 of Common Course numbering courses.

The Curriculum Committee is also reviewing language in course content and course outlines of record to include references to diversity, equity, inclusion, and accessibility efforts, per Title V regulation changes.

**Dual Enrollment** – The program is ending the semester with 1,548 students enrolled, and is currently working with Admissions and Records to begin enrolling CCAP students. Dual Enrollment also teamed with Counseling and Advisement to identify students potentially graduating with degrees, and the first cohort of students will be graduating in spring 2026. Eleven graduates will be receiving their ADT in Administration of Justice from Monrovia High School.

Marivel's team also launched its Canvas account, which allows students to access resources, information, and upcoming events. Students are already using it and building a support system.

The program is currently flying a position for a new full-time Dual Enrollment Completion Specialist, which closes November 20.

**Enrollment Management** – The Enrollment Management Committee meets Thursday, November 6 at 3:00 p.m. in CI-159 and on Zoom. Lisa McPheron, Executive Director of Strategic Communications, Marketing, and Public Affairs, will be joining the meeting to share strategies and ideas for reaching out and promoting enrollment and programs for student engagement.

The school's enrollment has been slightly trailing last year's numbers from around this time. Winter and Spring 2026 numbers will hopefully close the gap to help achieve the goal of 10,000 full-time equivalent students.

The committee will also be working on forming two workgroups—one that will be tasked with building schedule blocks for new first-time students joining Citrus right after high school, and one that will be reviewing data and developing strategies to increase retention and term-to-term persistence.

**Grants** – The TRIO STEM Center is hosting its first celebration of first-generation students in honor of National STEM Day and the ten-year anniversary of TRIO STEM. A college-wide email was sent out outlining the details of the three-day event, including alumni visits, ally training, and a film screening. A busy November for TRIO STEM students will also include college tours, workshops, and team-building activities throughout the remainder of the month.

The SOAR program provides scholarships and mentorships students, and those participants had opportunities to meet their mentors, take resource tours, and enjoy team-building activities.

For the Bridge grant, the Engineering Liaison Council is hosting an event in Santa Clara and online that brings together engineering faculty to discuss curriculum and industry updates.

In the STARS program, Cal Poly will be placing about four students to assist faculty with research in the spring.

The California Learning Lab grant, which helped transform Calculus 1 curriculum, ended October 30.

**Honors Transfer Program** – The program has been building its subcommittees: First, the Application Committee has been receiving and evaluating submissions. Next, the committee for building community events and expanding a social media presence is currently being formed and already has ideas to present to Financial Aid. Lastly, the committee working on a student handbook has begun work using a template that was shared with Citrus from another college.

The program also launched its Instagram campaign, led by ASCC member and Honors student Jayson Chan, which saw nearly 200 interactions in its first week and has the potential to be another important connection point for students.

The HTCC Spring Honors Conference will be held on Saturday, March 28, at UCR. Please reach out to Jennifer if you are interested in attending; Honors can cover the registration fee for students, as well as VIPs; abstract submissions are due by December 1 for consideration. The conference changed their rules this year so that STEM students can no longer use any of the research completed previously in programs like Project RISE or other TRIO STEM events. Jennifer also invited faculty members to mentor students who are presenting at this year's conference, so please reach out to her if interested.

The program continues to expand its offerings, and several reviews of courses were completed recently.

Honors Transfer's final meeting for the fall semester is on November 19.

**Online Education** – The committee met on October 20 to review their goals pertaining to accessibility and regular and substantive interaction.

There was a training last month on the H5P interactive authoring tool, and Senya acknowledged the training that Bala provided on the Equatio tool that helps create accessible equations across all of STEM. Faculty are also encouraged to meet with Senya or Dr. Monica Jackson, our instructional designer, for assistance in completing the application to have videos captioned, and Jack Beckham is a contact for video editing.

A flyer was shared last week promoting the 2.0 training offered to help align with regular and substantive interaction and accessibility, and Amanda Konya will be

facilitating a four-week series on creating accessible content. Regarding communication, Nichole Ary will be hosting a 10-10-10 workshop on engaging students within the crucial first “tens” of the semester. Additionally, Monica has been developing templates that are ready to use, so please reach out to her for assistance with page design or module structure.

Senya concluded with a reminder of the Pope Tech tool and of four habit-building guiding questions for RSI compliance.

**Program Review/SLOA** – Annual program reviews for instruction were due last Friday, and the first run of resource requests have been submitted as well.

The next meeting is Friday, November 7 at 10:00 a.m. where they will be discussing program review and where it will live in the portal. They will also review recent feedback from faculty and deans to re-evaluate the comprehensive template, and everyone is invited to reach out to Dan with any further suggestions or ideas. The committee will also work on securing the calendar for the upcoming year.

Catie recently facilitated a presentation for Academic Senate on student learning outcome assessment, the prompts, the timelines, and the technology being used to collect data; the Padlet is accessible to all employees through the Citrus single sign-on. It's important to observe the deadlines so that the most current information can be shared at major events like Flex Day and Convocation. An email of important information was sent to faculty through their department deans.

Dana added that everyone's efforts demonstrate the college's commitment to continuous quality improvement, which aids in conceptualizing how Citrus approaches accreditation. The information shared by the diverse committees is also crucial in how we approach the next institutional self-evaluation report writing.

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

Dana shared that a group of Citrus staff attended a recent Los Angeles Regional Consortium that presented a holistic discussion on how several programs collaborated on supporting the goals in Vision 2030 and the potential positive impacts on Guided Pathways and career options.

**3. Information:** Sarah Bosler, who leads Citrus's efforts in zero-cost textbooks, shared a template for the language that can be used to develop policies about burden-free access to instructional materials that reflect Title 5 regulations. The language provides that students will have the supplies they need to begin the semester successfully while we continue, as a college, to move toward fully OER courses.

One area for further discussion is the idea of course fees and whether those satisfy the requirement since those supplies are immediately available to students. Terry suggested that Strong Workforce could possibly assist with the idea of creating reusable materials for certain disciplines to help offset costs of expensive supplies like cosmetology or barbering kits. Faculty, particularly those teaching GE courses, are encouraged to see samples of OER courses to learn more about how they work and what they look like and begin adopting some of those cost-beneficial options; permissions granted from Creative Commons licensing can also help faculty tailor the materials to their teaching needs.

**4. Old Business:** Two-person teams will work together to review and update BPs/APs through a DEIA+ lens, updating gendered language, refining clarity, and aligning them with CCLC-recommended changes to Title 5. Team members are also encouraged to reach out to other members in other pairs when the interests of BPs/APs overlap. This process allows for a more thoughtful, thorough, and structured review of the policies to bring back to the larger group.

**5. New Business:** No items at this time.

**Meeting adjourned at 3:57 p.m.**

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