



**EDUCATIONAL PROGRAMS COMMITTEE**  
Monday, December 1, 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  
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:**

Terry Adams, CTE Supervisor  
Michelle Plug, Articulation Officer and Curriculum Chair  
Gerald Sequeira, Dean of Enrollment Services  
Renee Liskey, Academic Senate Vice President  
Kimberly Mathews, Dean of Career and Technical Education  
Nicolas Estey, ASCC Representative

**Guests:**

None

**1. Approval of Minutes – November 3, 2025**

Minutes approved with one abstention from Amberly.

**2. Workgroup Reports:**

**Curriculum Committee** – No report at this time.

**Dual Enrollment** – On November 7, Dual Enrollment hosted a campus tour for participating Azusa High School students, and during the first few days of Thanksgiving week, an additional 10 to 15 students visited drop-in hybrid sessions for help completing college applications.

**Enrollment Management** – The Enrollment Management Committee meets Thursday, December 4 at 3:00 p.m. in CI-159 and on Zoom for the final meeting of the calendar year. Gerald Sequeira, Dean of Enrollment Services, will provide an update on the implementation of Element 451. The committee will also continue to discuss strategies for improving retention and term-to-term persistence.

Despite a slight dip in FTES in the fall, winter and spring enrollment is showing a higher headcount. The higher number is promising thanks to strategies that have already weeded out fraudulent enrollments.

**Grants** – Applications for the summer research experience are available now with a deadline of March 16, where students can be placed with one of our partner sites; partner schools Cal State Fullerton and Cal Poly Pomona will be opening their own admissions later.

My is collaborating with Motivate Lab to secure a grant for the math department to contextualize Calculus 1.

TRIO recently completed a few workshops including a session on the Cal Poly Pomona Senior Project, and an upcoming session on stress relief during finals week.

**Honors Transfer Program** – The newly formed subcommittees have been productive in their respective purposes, including evaluating applications, building a social media presence, and creating a draft of a student handbook. Additionally, the goal in the spring is to also host a workshop on financial aid.

Current enrollment in the program stands at 193, with anticipated increases over the next few terms of the school year. Classes are already full or nearly-full. Communication from the program will be going out soon to encourage and guide students on the application process to grow enrollment even more.

Jennifer shared the success of Citrus College students who were accepted into a rigorous conference to present at UC Berkeley, and whose paper will be featured in the event's publication.

The spring Honors conference will be held on Saturday, March 28, at UCR. If more deans or faculty would like to attend, please contact Jennifer for assistance with registration. Instructors are encouraged to share with their students that the deadline to apply has been extended for presenting or volunteering.

The program's fall meetings have been concluded, with spring dates being planned.

**Online Education** – Faculty can connect with Senya or Monica Jackson for support in RSI and accessibility efforts. The math department has also been instrumental in integrating the Equatio accessibility tool will be ready for student use soon. Another helpful program is the state DECT grant, where faculty can apply and, if accepted, have their course videos captioned.

Online Education has been working on an MOU with the district, and CCFA will be taking it to a vote on Wednesday. This will help guide a more robust compliance program to support faculty in their RSI and accessibility strategies.

Both the Chancellor's Office and Canvas are rolling out AI tools; these resources will be brought to the Academic Senate for further conversation in partnership with the Senate's AI workgroup.

Accessibility and communication workshops scheduled after the new year have already filled and have waitlists, so the enthusiasm for these types of training has been rewarding.

Lastly, faculty participating in the peer online course review (POCR) are working through the 20 queued courses, with the total of badged courses increasing. Between the classes that have been submitted, the availability of accessibility tools that reduce the workload, and the additional support provided by Monica Jackson, the stipend has been reduced to \$2,500 for future courses brought to POCR. The California Virtual Campus offers examples of the gold standard for completed state courses.

**Program Review/SLOA** – The updated comprehensive form and new calendars will be presented for review at a meeting on Friday, December 5. The group will also be evaluating suggestions and feedback for revisions to the resource request form.

As we approach the end of the fall term, faculty are being asked to include their assessments of the current semester. This is a slight change to past practices, but this new approach can yield more accurate and consistent information. This has encouraged programs to talk together, which helps streamline courses and outcomes, and aids in the accreditation processes.

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

**3. Information:** None at this time.

**4. Old Business:** None at this time.

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

- AP 4010 Academic Calendar (*Kim and Marivel*)
  - Motion to approve from Dan, seconded by Salima.
- BP 4010 Academic Calendar (*Desk Review*)
  - Motion to approve from Lisa, seconded by Bala.
- BP 4020 Program, Curriculum, and Course Development (*Amberly and Kimberly*)
  - This BP will be revisited in the spring.
- AP 4021 Instructional Program Viability (*Amberly and Kimberly*)
  - Motion to approve from Salima, seconded by Lisa.
- AP 4229 Course Repetition – Variable Units (*Salima and Bala*)
  - This will be revisited in the spring so the committee can re-evaluate and clarify the unclear language of this AP.

Reviews of AP 4236, AP 4500, BP 4270, and BP 4030 will be continued when EPC meets again in the spring.

**Meeting adjourned at 4:01 p.m.**

### **SPRING 2026 DATES**

March 2 | March 30 | May 4 | June 8

*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.*