



**Institutional Effectiveness Committee (IEC)
MINUTES
September 22, 2025 – CI 159 and Zoom (hybrid)**

Committee Members:

Committee Co-Chairs:

Lan Hao..... P
Dan Volonte..... P

Management:

Simone Brown Thunder P
Jack Bechham..... P
Eric Calderon..... A
Jeremy Clark P
Claudette Dain..... A
Dana Hester A
Kim Orlijan..... P
Richard Rams..... P
Gerald Sequeira A
Ty Thomas P

Academic Senate President:

Lisa Villa P

Faculty:

Catie Besancon P
Becky Rudd P

Supervisor/Confidential:

Rosario Garcia..... P

Classified:

Jennifer Blackburn P
Yueyi Huang P
Trevor Tolliver..... P

ASCC:

Siqi Pan P

1. June 9, 2025 Meeting Minutes Review

The minutes were approved as presented.

2. 2025-26 IEC Purpose Statement

Standard changes were made prior to today's meeting (e.g., academic year, committee membership). The following additional changes were discussed and agreed upon by the group:

- General Responsibilities. Item #3:
 - Changes “Annual” to “Periodic” because institutional plans are not regularly reviewed on an annual basis.
 - Added “Student Equity Plan” because it appears in the institutional planning model.
- Responsibilities for 2025-26:
 - Added #3 – Support the Institutional Self Evaluation Report (ISER) efforts.
- Dat/Time of Meeting:
 - Added “Meetings are offered in-person and via Zoom.”

3. Accreditation: Update and ISER Preparation

The college's mid-term report has been submitted, and it is now time to begin preparing for the writing the ISER.

The college will host an ISER training led by representatives from the ACCJC on October 3. The college wants to ensure that we have a good understanding as to what the ACCJC will be looking for in terms of evidence and narrative.

Key individuals from the college have been invited to participate in the process. Eight subcommittees will be formed to work independently to share in the work of gathering evidence pertaining to the standards. Gathering of the evidence will begin spring 2026 and starting the writing process.

In fall 2026 the writing of the draft will conclude. In spring 2027, the governance awareness efforts will begin. Ideally, in July 2027, the final ISER will be presented to the board of trustees and submitted to the ACCJC in fall 2027.

The IEC padlet activity of reviewing the new standards and submitting comments of potential evidence will greatly support the writing process.

4. ACCJC June 2023 Standards (continued discussion): Let's get to know them together

Padlet URL: <https://tinyurl.com/3fc254et>. **Standard 3.6 and forward**

The padlet is now under the ownership of Citrus College and can be accessed via padlet.com/citruscollege.

Standards 3.6 through 3.10 pertain to fiscal resources, financial plans, physical and technology resources, and risk management. The key committee member who would support the conversation pertaining to these standards was absent. Therefore, the group began the activity with standard 4.1. Members referred to the full standards document which listed review criteria and possible sources of evidence. Throughout the meeting, discussions were had, and comments were made to the following three standards:

Standard 4.1: The institution upholds an explicit commitment to principles of academic freedom, academic integrity, and freedom of inquiry.

Within this standard, there are specific differing components.

- BP 4030 – Academic Freedom (there is no corresponding AP)
- Article 7.1 and 16.1 of the CCAFF bargaining agreement
- BP 5500 – Standards of Conduct, Maxient report
- New Student Orientation
- Syllabi statements for academic integrity
- BP/AP 7104 – Whistleblower Protection

Standard 4.2: Roles, responsibilities, and authority for decision-making are clearly defined and communicated throughout the institution. The institution's structure for decision-making provides opportunities for stakeholder participation and ensures the inclusion of relevant perspectives.

- Organizational and Governance Handbook
- Appendices of the college's Integrated Planning Manual
- BP/AP 2510 – Participation in Local Decision-Making
- Examples like Mission, Vision, Values process shows the planning in action
- FNIC: senate docs, BP/AP 7201
- Incentivized student participation in shared governance

Standard 4.3: The institution's decision-making structures are used consistently and effectively. Institutional decision-making practices support a climate of collaboration and innovation that advances the mission and prioritizes equitable student outcomes.

- Meeting minutes; Steering Constitution
- The mission, vision values update might work better here than the previous standard
- Local graduation AA GE pattern changes
- Budget process
- Reconsidering the Management Team leader being the sup/pres. and instead being a manager – still in the process of discussion. No decision made yet.

The goal is for IEC to complete this padlet exercise during the fall 2025 semester which will position the college to begin the ISER writing process in spring 2026.

Meeting adjourned.

October 27, 2025

November 24, 2025

February 23, 2026

March 23, 2026

April 20, 2026

No meeting in May

June 1, 2026

Recording Secretary:

Jody Barrass, Administrative Secretary II, IRPE