



Institutional Effectiveness Committee (IEC)
MINUTES
November 24, 2025 – Via Zoom

Committee Members:

Committee Co-Chairs:

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

Management:

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

Academic Senate President:

- Lisa Villa..... P

Faculty:

- Catie Besancon..... P
Anh Nguyen..... A
Becky Rudd..... P

Supervisor/Confidential:

- Rosario Garcia..... P

Classified:

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

ASCC:

- Siqi Pan..... P

Guests:

- Tommy Reyes..... P
Bala Sethu Raja..... P

1. October 27, 2025 Meeting Minutes Review

The minutes were approved as presented.

2. Accreditation Update

The college is preparing for the next accreditation visit in fall 2027. This preparation includes writing the institutional self-evaluation report (ISER).

- Nine Citrus College teams have been created. Each team consists of manager and faculty co-leads.
• A second accreditation team training was held on Friday, November 21. Highlights of the day's training include the following:
- Specifics on what the visiting team might look for in terms of evidence
- The IEC ACCJC standards review padlet was explored
o Team co-leads identified one piece of evidence to save to their folder in the accreditation MS Teams site
• In the spring, ISER co-chair teams may be requesting to visit shared governance committees for the purpose of sharing their gathered evidence and requesting feedback to determine the best evidence for each standard.
• The hope is that by the end of spring, a robust, concise list of evidence will be completed to support the writing of the ISER in fall 2026.

The use of AI to support the task of gathering the best evidence is a strong, favorable option.

- Tommy Reyes, faculty co-lead of accreditation team #9 (standards 4.4-4.6) has constructed an AI tool using “Nectir AI”, a secure, AI platform for higher education and campus-wide sharing. The tool is named “Citrus College AP and BP Ai Assistant.”
- Building this tool was a time-consuming endeavor requiring that every Citrus College BP and AP PDF document be uploaded. At this time, existing documents will need to be manually replaced as revisions are board approved. There is a way the process can be automated, but it has not been explored yet.
- Internal documents appearing on the intranet may also be uploaded to this tool providing a broader search spectrum when prompted.
- An extensive detailed prompt was developed to guide the Assistant, using only Citrus College BPs and APs, during queries. The prompt can be copied and modified to accommodate different queries.
- It is important that only Citrus College documents be used when expanding the Assistant.
- Expanding the use of Nectir AI for other college-related purposes was discussed.

**3. ACCJC June 2023 Standards (continued discussion): Let’s get to know them together**  
**Padlet URL: <https://tinyurl.com/4t8xds6j>. Standard 4.4 and forward.**

Prior to today’s IEC meeting:

Following the October 2025 IEC meeting, a few additional entries were made to standards 4.1 and 4.3.

Standards 4.4 through 4.6 were pre-populated with AI suggested evidence using the “Citrus College AP and BP Ai Assistant” described in agenda item 2 above. These entries are lengthy and can be viewed by visiting the [Padlet](#) directly.

Entries made by IEC members during the course of this meeting are below. Throughout the discussion, the possible sources of evidence, listed under each standard within the [ACCJC standards document](#), were consulted.

**Standard 4.4: Acting through policy, the governing board takes responsibility for the overall quality and stability of the institution, and regularly monitors progress towards its goals and fiscal health. (ER 7)**

- BOT Minutes where Strategic Plan AIPs are presented or EFMP Update (March 2025) and budget adoption [forums] (Sept 2025)
  - This entry is based on suggested possible sources of evidence (page 18 of standards document), bullet points #2 and #3
- Interviews with BOT president/members
- 311Q reports in BOT minutes on a quarterly basis
  - Supports standard language “...regularly monitors progress towards its goals and fiscal health.”
- Audit report to BOT (minutes from) in Dec each year
- AP 2000 Board Policy and Administrative Procedures
  - States that the college must have a practice for the periodic review of its BPs and APs

- BP 2200 – Board Duties and Responsibilities. Establishes that the Board is responsible for: **1) Ensuring the quality of educational programs; 2) Maintaining institutional stability through policy development; 3) Monitoring institutional effectiveness; 4) Demonstrates the Board’s overarching responsibility for institutional quality and long-term stability.**

**Standard 4.5: The governing board selects and evaluates the institution’s chief executive officer (CEO). The governing board gives the CEO full authority to implement board policies and ensure effective operations and fulfillment of the institutional mission.**

- Can also conduct [board member] interviews
  - This is an undocumented process, but a way of gathering evidence
- BP 6100 Delegation of Authority
  - “The governing board gives the CEO full authority...”
- Evaluation instrument for CEO?
- BP/AP 2431
  - Superintendent-President Selection
- BP 2430 – Delegation of Authority to Superintendent/President. The Board delegates executive responsibility to the CEO for: **1) Administering and implementing all Board-adopted policies; 2) Executing all Board decisions requiring administrative action; 3) Policy affirms the CSO’s authority to interpret Board policy and act when policy is silent, reinforcing broad delegated operational authority.**
- The Citrus College Superintendent/President webpage states that the Superintendent/President “is responsible to the board of trustees for the leadership of the college.” Citrus College. This is useful supplementary evidence tying operational leadership directly to Board oversight and mission fulfillment.

**Standard 4.6: The governing board functions effectively as a collective entity to promote the institution’s values and mission and fulfill its fiduciary responsibilities. The governing board demonstrates an ability to self-govern in adherence to its bylaws and expectations for best practices in board governance. (ER 7)**

- <https://files.citruscollege.edu/admin/governancehandbook.pdf>
- Minutes from BOT meetings that demonstrate support of the mission - such as vote in support of SEA Plan (Sept/Oct 2025?)
  - This entry is based on possible sources of evidence (page 18 of standards document), bullet points #2 and #3
- results from BOT self-evaluations and BP 2745 on Board Self-evaluation
- Interviews with BOT members
- BoT orientations/trainings/PL
- BoT goal-setting meeting agenda
  - When all five board members meet together (orientations/trainings/PL/goal-setting), there should be an agenda
- BP 2740 - Board Education
- BP/AP 2715 Code of ethics - standards of practice

Meeting adjourned.

**Future meetings for 2025-26:**

February 23, 2026

March 23, 2026

April 20, 2026

No meeting in May

June 1, 2026

**Recording Secretary:**

Jody Barrass, Administrative Secretary II, IRPE