



Institutional Effectiveness Committee (IEC)
MINUTES
February 23, 2026 – CI 159 and Zoom (hybrid)

Committee Members:

Committee Co-Chairs:

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

Management:

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

Academic Senate President:

- Lisa Villa..... P

Faculty:

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

Supervisor/Confidential:

- Rosario Garcia..... P

Classified:

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

ASCC:

- TBA..... A

1. Introductions

All group members introduced themselves and their roles at the college for the benefit of the new member.

2. November 24, 2025 Meeting Minutes Review

The minutes were approved as presented.

3. Accreditation Update

The accreditation faculty co-chair provided the accreditation update.

- The college’s most recent Midterm Report was received and accepted by the ACCJC as stated in their letter dated February 3, 2026.
The college is currently in the process of preparing to draft the ISER.
The ISER team co-leads of the nine standards will be invited to join the remaining spring 2026 IEC meetings. The co-leads will also be visiting other shared governance committees for consultation on the most effective articles of evidence to include in the ISER.
IEC received a “tour” of the Citrus College accreditation website. The group was invited to offer suggestions for improvement. The following suggestions were discussed:
- Highlight that the college is accredited
- Include an introductory prelude at the top of the page
- Rearrange the sections for flow according to the reporting cycle (e.g., first annual, then midterm, lastly ISER)
- The term “correspondence” is used as a header in several places which might make it appear generic when in fact there are various types of communication of varying levels of importance. Different, more specific terms might be more

appropriate (e.g., reports and action letters). There are some letters and emails that should stand out for transparency purposes.

- The college is required to provide a visible, public-facing place for third-party comments/complaints (public commentary)
- The use of an accreditation timeline graphic was suggested

4. [2022-24 Integrated Planning Manual](#): An overview

The Integrated Planning Manual is meant to be reviewed every two years. The current version is for 2022-2024 (Note: The 2024-2026 review cycle was skipped due to the updating of the college's mission, vision, and values statements taking precedence).

IEC is the body that reviews the Integrated Planning Manual, and the review involves assigning specific pages to shared governance groups whose purpose is parallel to those pages.

Ideally, the review should be completed before the end of the spring 2026 semester with the finishing cosmetic touches being added during the summer. This timeline will give the shared governance committees that are involved with the process ample time to complete their reviews of their specific pages no later than the end of April 2026 giving IEC time to compile the final pages.

The group looked at the [Integrated Planning Model](#). This model is outdated (last reviewed in spring 2022) and will be discussed in-depth at a future IEC meeting. A couple of questions were asked regarding how the model flows. Clarity was provided. Now is a good time to consider redesigning the model for the following reasons: **1)** We have an upcoming accreditation; **2)** It is important that managers at the college have a clear, solid understanding of the college's planning processes; **3)** There are a number of new managers who are not familiar with the college's planning process.

Meeting adjourned.

Future meetings for 2025-26:

March 23, 2026

April 20, 2026

No meeting in May

June 1, 2026

Recording Secretary:

Jody Barrass, Administrative Secretary II, IRPE