



Institutional Effectiveness Committee (IEC)

MINUTES

April 20, 2026 – CI 159 and Zoom (hybrid)

Committee Members:

<b>Committee Co-Chairs:</b>		<b>Academic Senate President:</b>		<b>Guest:</b>	
Lan Hao	P	Lisa Villa	P	Mary Mincer	P
Dan Volonte	A	<b>Faculty:</b>		<b>ISER Co-Chair Guests:</b>	
<b>Management:</b>		Catie Besancon	P	Nichole Ary	P
John Albert	P	Anh Nguyen (on leave)	A	Wade Ellis	P
Jack Beckham	P	Becky Rudd	P	Brenda Fink	P
Eric Calderon	P	<b>Supervisor/Confidential:</b>		Roberto Loya	P
Jeremy Clark	P	Rosario Garcia	P	Suzanne Martinez	P
Claudette Dain	P	<b>Classified:</b>		Michelle Plug	P
Dana Hester	P	Jennifer Blackburn	P	Bala Sethu Raja	P
Lisa McPheron	P	Yueyi Huang	P	Tommy Reyes	P
Kim Orlijan	P	Trevor Tolliver	P	Maryann Tolano-Leveque	P
Richard Rams	P	<b>ASCC:</b>		Anna Villeneuve	P
Gerald Sequeira	P	Aimee Ortiz-Ramirez	P		
Ty Thomas	P				

1. March 23, 2026 Meeting Minutes Review

The minutes were approved with corrections to page 2, agenda item #2, the "Timeline."

FROM:

Timeline:

- Spring 2026 is the evidence gathering period
- Fall 2026 the ISER writing term
- **Spring 2027**
  - ISER will be presented to the various shared governance groups
  - ISER submitted for board of trustees approval
- **Fall 2027 the peer visiting team will conduct their evaluation**

TO:

Timeline:

- Spring 2026: Evidence gathering period
- Fall 2026: ISER writing term
- **Spring 2027: ISER will be presented to the various shared governance groups**
- **Fall 2027:**
  - ISER submitted for board of trustees approval
  - **Submission to ACCJC**
- **Fall 2028: Peer review team will visit the college**

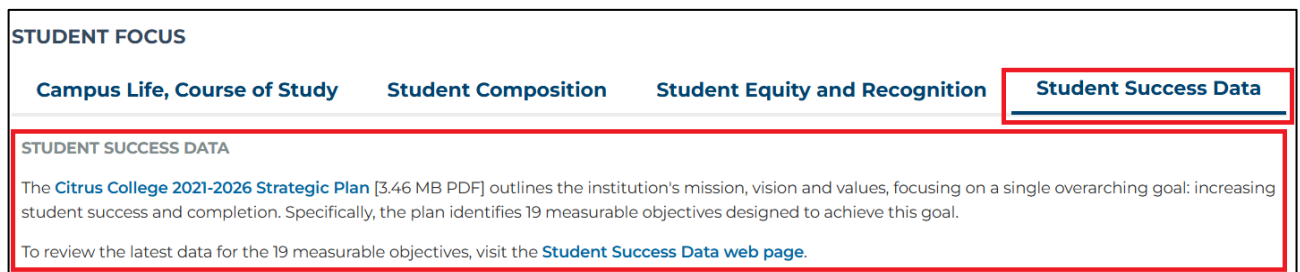
## 2. Accreditation and ISER Prep

Dana Hester was prepared with three topics for this agenda item.

1. Question 11b of the ACCJC Annual Report includes a rubric wherein the college gives itself a score in part based on its data transparency. In order to boost the college's score, the accreditation leadership team has requested updates to the Citrus College website homepage. The following changes have been made:
  - The "Student Outcomes Data" will now be known as "[Student Success Data](#)." The hyperlink has been moved from the bottom of the homepage Compliance section to the "Explore Our Campus" section, also on the homepage – allowing for greater visibility.



- At the bottom of the "[About Us](#)" page (located near the upper-right section of almost every page on the Citrus College website), a fourth tab has been added with a brief paragraph pertaining to the 2021-2026 Strategic Plan along with a hyperlink to the Student Success Data page.



Together, these changes to the website are intended to provide clear, easy-to-navigate routes by which users can access student success data.

2. Dana Hester, Lan Hao, Jack Beckham, and faculty member Suzanne Martinez recently attended the 2026 ACCJC Regional Convening in Sacramento.

The presenting college is the most recent Aspen Prize award recipient – Southwest Wisconsin Technical College. The focus of their presentation was **ensuring that colleges are not training students into poverty**. This college is roughly half the size of Citrus College in terms of student headcount. The majority of their student body is CTE workforce prep oriented. They recently started a transfer pathway program which supports approximately 100 students.

Similarly, the goal for Citrus College is to have transparency in pathways to enable our students to make informed decisions about what their earning potential might be after selecting a career.

Considering Citrus College's transfer pathways, the question posed is: How can Citrus College enhance Guided Pathways to leverage the success in our CTE programs and for students who are undecided and still exploring majors?

3. ISER co-leads check-in. A couple of questions have been posed and clarification was provided.

**Q.** If the suggested evidence to a prompt includes a list of board policies, can the list be compiled into a single PDF document?

**A.** Yes. In the narrative, please specify that all relevant BPs and APs in response to the prompt are contained within one hyperlinked document.

**Q.** If there is a lengthy piece of evidence, can it be truncated?

**A.** Yes. For example: A detailed narrative, directing the visiting team to a specific area within the large document; An alternative would be to provide a PDF file of the specific page(s) within the large document with the evidence text highlighted.

Other things to consider while gathering and compiling evidence:

- Group like-documents together (e.g., BPs and APs can be grouped together, but do not include meeting minutes with this grouping).
  - BPs and APs are proof of a policy. Meeting minutes validate how the policy has been implemented.
- Standard co-leads in need of support are welcome to schedule separate meetings with the accreditation liaisons.
- Where no prior documented evidence is available, a live or “electronic” (via email) interview might be appropriate.
- Visiting relevant Steering standing committee meetings is also encouraged. It's important to provide comprehensive details for requesting time on the committee's agenda.

### 3. Integrated Planning Manual Review

Lan shared the current, 2022-2024 version of the Integrated Planning Manual (IPM). Scrolling through the “common” pages, she very briefly described the obvious changes to be made.

- Consensus at the most recent Program Review Committee meeting was that all appendices will be removed from the IPM and posted online.

A two-part question was asked:

- a) With moving the appendices out of the IPM, are we disassembling a valuable piece of accreditation evidence that has lots of evidence-worthy information one place?  
Resource allocation plays a big role in the accreditation standards.
    - Appendix D – Program Review Resource Request Process Narrative might become its own page within the IPM and include embedded links, leading to the other appendices online.
  - b) Because the appendices will no longer be part of the IPM, will there be a mechanism to ensure they are reviewed for needed updates on a regular basis?
    - The embedded links would accomplish this.
- For pages that require specific committee review (e.g., Student Equity Plan page being reviewed by the SEAP Committee), IRPE is hoping to receive feedback from the committees before the end of May, if possible.

Meeting adjourned.

#### **Future meetings for 2025-26:**

June 1, 2026

#### **Recording Secretary:**

Jody Barrass, Administrative Secretary II, IRPE