



Institutional Research and Planning Committee

MINUTES

Monday, November 24, 2025
10:00 a.m. – 11:00 a.m. via Zoom

Committee Membership and Attendance

(P=Present; A=Absent)

Committee Chair:		Academic Senate Designee:		ASCC	
Lan Hao	P	Robert Loya	P	Jason Avendano	P
Management:		Priscilla Englert		Guest(s):	
Eric Calderon	P	Faculty:		Xiaoran Yu	P
My Chau	P	Toros Berberyan	P		
Elaine Lipiz Gonzalez	P	Dave Kary	P		
Jessica Lopez Jimenez	P	Michelle Plug	P		
Bala Sethu Raja	P	Levi Richard	P		
Ty Thomas	P	Raul Sanchez	P		
Supervisor/confidential:		Classified:			
Doug Schultz	A	Anthony Delgado	P		
		Yueyi Huang	P		

1. October 27, 2025 Meeting Minutes Review and Approval

The minutes were approved as presented.

2. CCSSE 2026 Proposed Custom Questions

The Community College Survey of Student Engagement (CCSSE) is a nationwide survey facilitated by the Center for Community College Student Engagement (CCCSE) out of the University of Texas at Austin. Citrus College has participated in the survey about every two years since 2006.

The [current \(REV 2024\) 8-page CCSSE instrument](#) was shared and briefly reviewed by the group.

- All questions are research-based. Research shows a higher probability of students achieving academic success if their responses show a higher percentage of doing the activities described in the survey questions, such as practicing collaborative and active learning.
- Citrus College results can be compared to nationwide and other Hispanic-serving institutions' results.

Proposed custom questions:

Colleges administering the survey have the option of including 15 custom questions. These questions appear at the end of the survey. **Eighteen** draft custom questions were presented to the group, knowing that three would be eliminated. Discussion highlights of significant changes are described within these minutes.

Structure of proposed questions:

- The first five questions (1 – 5) relate to **AI and the learning environment**.
- The next six questions (6 – 11) relate to the new Citrus College **mission, vision and values**.
- The remaining questions (12 – 18) relate to the **CCSSE custom question bank** themes (academic mindset, working learner, Guided Pathways).

AI and the learning environment:

- **Question #5** – “In the current academic year at this college, my instructors clearly explained in the course syllabus how AI tools could be used in their courses.”
 - **Removed** – The college is in the process of solidifying its policy on AI relative to academics.

Mission, Vision and Values:

- **Question #8** – “How often have you experienced kindness, empathy, or understanding from Citrus College faculty or staff?”
 - **Removed** – The question is broad. Students will have different perspectives about “kindness, empathy, or understanding.”
 - **New question (9.d)** – “To what extent do you feel Citrus College actively adopts new ideas, technologies, or practices to improve students’ educational experiences?”
- **Question #9** – Due to the elimination of question #5, the numbering order was redistributed. An entirely new question was developed offline.
 - **New question** – “To what extent do you feel the programs and services at the college reflect the community’s needs and serve students from all backgrounds?”

The Working Learner - CCSSE:

- **Question #10** – “How effectively has Citrus College helped you develop skills for your future career or profession?”
 - **Removed** – Directed to students who are nearing the end of their time at Citrus College.
 - **New question** – “Have you had the opportunity recently to participate in an internship or work in a field related to your major?”
- **Question #11** – “To what extent do you feel your experience at Citrus College has inspired you to make a positive impact in your community?”
 - **Removed** – The question was informed by one of the college’s values. The context relates to how Citrus College, as an entity, serves the community.
 - **New question** – “Does your work schedule allow you to use this college’s services (such as tutoring, academic advising, computer lab, etc.) when you need them?”

Guided Pathways - CCSSE:

- **Question #12** – “I feel welcome and respected at this college.”
 - **Removed** – This question is too closely related to #7 and #8.
 - **New question** – “At this college, what is your primary way to explore career options?”

- **Question #13** – “Currently, which is most important to you?”
 - **Removed** - Students will have varying circumstances. What is important to a student may be something they are required to prioritize (e.g., being an employee) when they would actually prefer devoting more time to school.
 - **New question** – “I actively review my progress toward my academic goals either using DegreeWorks, or each time I meet (in person or online) with a counselor?”

- **Question #14** – “Does your work schedule allow you to use this college’s services (such as tutoring, academic advising, computer lab, etc.)?”
 - **Removed** – Moved. Now question #11 (post-meeting discussion).
 - **New question** – “How certain are you about your declared major at Citrus College?”

- **Question #15** – “Do your instructors at this college know how many hours you work per week?”
 - **Removed** – Question #10 on the main survey addresses the number of hours students spend, if any, participating in school-related or non-school-related obligations or activities with “working for pay” being one of the items named.
 - **New question** – “If you are interested in changing your program or major at this college, do you know how to go about doing this?”
 - Option #18 of original questions provided for the groups consideration.

Post-meeting notes: The group ran out of time. Final decisions for the last few questions were made offline, post-meeting among members. The final list of questions was emailed to all IRPC members prior to being submitted to CCCSE.

Future topic for spring 2026:

Measurable Objectives

Meeting adjourned.

NOTE: This meeting’s supporting documents including the recording and chat transcript are available upon request. Please email Jody Barrass at jbarrass@citruscollege.edu.

Remaining meeting date for 2025-26:

3/2/26

3/30/26

4/27/26

6/1/26