



Institutional Research and Planning Committee

MINUTES

Monday, June 1, 2026

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	A	Mikayla Munoz	A
Management:		Priscilla Englert	A	Guest(s):	
Eric Calderon	P	Faculty:		Xiaoran Yu	P
My Chau	P	Toros Berberyan	A		
Elaine Lipiz Gonzalez	A	Dave Kary	P		
Jessica Lopez Jimenez	P	Michelle Plug	P		
Bala Sethu Raja	A	Levi Richard	P		
Ty Thomas	P	Raul Sanchez	P		
Supervisor/confidential:		Classified:			
Doug Schultz	P	Anthony Delgado	P		
		Yueyi Huang	A		

1. March 30, 2026 Meeting Minutes Review and Approval

The minutes were approved as presented.

2. CCSSE Debrief

Lan provided highlights of the 2026 Community College Survey of Student Engagement (CCSSE) survey administration the college participated in during this spring semester.

She began by thanking all of the Citrus College staff members who volunteered to visit the classes. There were a total of 32 volunteers (27 + the 5 from IRPE) who visited the 83 randomly selected classes.

The survey administration period was March 24 – May 6 (excluding spring break). The total number of survey responses received was 988 (this number includes online-only students).

The online faculty companion survey (CCFSSE) was also administered to all teaching faculty. Almost 200 responses were received giving us a favorable response rate of 53%.

Results for both surveys will be available in the fall 2026 and will be shared with the campus community. The results will also be good evidence for the college's ISER.

3. BP/AP 3250 Institutional Planning

IRPC is the standing committee responsible for BP/AP 3250 – Institutional Planning. It is time for this BP and AP to undergo the periodic review process. The review will begin at today's IRPC meeting. Edits suggested during today's discussion will be noted in each document. The marked up documents will be presented at the first fall 2026 IRPC meeting before being circulated among the college's constituent groups for consideration. They will be brought before Steering and the board of trustees in spring 2027.

BP 3250 – Institutional Planning: This policy is legally required.

- The BP is written with CCLC recommended language. The CCLC language is the required minimum. However, we can expand on it.
- It is mandated by law that the college maintain plans currently listed in the body of this BP.
 - Educational and Facilities Master Plan
 - Five-Year Construction Plan
 - Equal Employment Opportunity (EEO) Plan
 - Student Equity and Achievement (SEA) Program
 - Change to “**Student Equity Plan**”
 - Transfer Center Plan
 - Extended Opportunity Programs and Services (EOPS) Plan

AP 3250 – Institutional Planning: Expands on the individual plans listed in the BP. In addition, it describes the cyclical planning process at Citrus College.

- **References** section at the top: the ACCJC standards will need to be updated in accordance with the 2024 standards. The existing references pertain to the former, 2014 standards.
- **Item #1:** Replace the word “decisions” (line 3) with a different word (i.e., goals, activities, strategies).
- **Items #2:** Line 3 - remove the word “objectives.”
- **Items #3 - #5:** There were no suggested edits to these three items.
- **Item #6:** Describes the [Integrated Planning Model](#). The Integrated Planning Model is part of the college's Integrated Planning Manual. The manual is currently undergoing a periodic review by the Institutional Effectiveness Committee. The model will also be revised.

Line 8 states the tagline of the 2021-2026 Strategic Plan – “overarching institutional goal.” This tagline will likely be removed as this plan will conclude spring 2026. The new, 2026-2031 Strategic Plan will begin fall 2026 with the new tagline of “Our roadmap to increasing access, success and belonging.”

The college's Integrated Planning Model is currently under review.

- **Item #7:** The six bullet points within this item elaborate on the plans listed in the BP. It was required by law, at the time of the last BP/AP review, that the college develop and maintain these six plans. They are:
 1. Educational and Facilities Master Plan
 - Development of this major plan (800+ pages) is a collaborative project:
 - Finance and Administrative Services (leads the effort and monitors the plan)
 - Academic Affairs
 - Student Services
 - Institutional Research, Planning and Effectiveness
 - The last sentence refers to a mid-point review of this 10-year plan. There was a [2024 update published on the college's website](#) in March 2025.
 2. Five-Year Construction Plan
 - Required by the Chancellor's Office
 - Developed and maintained by the Citrus College Office of Finance and Administrative Services
 - This succinct plan represents projects planned for 2025-2031
 3. Equal Employment Opportunity (EEO) Plan
 - Minor corrections were made:
 - Line 1 – should be executive director of human resources
 - Line 3 – should be Human Resources Advisory/**EEO** Committee
 4. Student Equity and Achievement (SEA) Program
 - Should be Student Equity Plan
 - Begin the paragraph by adding the title of the manager responsible: "director of student equity and success programs"
 - The first three-and-a-half lines are no longer relevant – recommend removing them. If the final decision is to keep this language, a suggestion was made to change "achievement" gaps to "equity" gaps.
 - Line 6 – add "1705" so that it reads "AB 705/1705"; provide "non-exempt" students with an educational plan (language will be further clarified later).
 5. Transfer Center Plan
 - Line 3 – "...reviewed annually at the Student Services Committee" (no longer by the Transfer Advisory Committee)
 6. Extended Opportunity Programs and Services (EOPS) Plan
 - Line 1 – the correct title of the manager responsible should be: "director of EOPS/CARE, CalWORKS and NextUp"
 - Lines 2-3 – it's possible that the Chancellor's Office may not require the college to submit an EOPS Plan. This will be confirmed later.
 - Line 4 – should be "dean of counseling programs and services"

- For consistency, it might be a good idea to begin each plan description listed under item #7, with the title of the individual who oversees the plan.
- Vision Aligned Reporting (VAR): should this initiative be included in AP?

VAR is a new initiative by the Chancellor's Office requiring selected categorical programs to report on the level of student usage of support programs. It is a reporting, not a planning requirement and was recommended that we do not add it to the AP.

4. 2026-2027 IRPC Meeting Schedule:

9/21/26	3/1/27
10/19/26	4/5/27
11/16/26	5/3/27
	6/7/27

Meeting adjourned.

Remaining meeting date for 2025-26:

None

NOTE: This meeting's supporting documents including the recording and chat transcript are available upon request. Please email irpe@citruscollege.edu.