

**Citrus Community College District  
Steering Committee  
Monday, March 24, 2025  
2:45 – 4:00 p.m.  
This meeting will be held in CI 159**

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- I. CALL TO ORDER, CHAIR:** Dr. Greg Schulz, Superintendent/President
- II. APPROVAL OF MINUTES:** March 10, 2025
- III. OLD BUSINESS:** Action
  - 1. Educational Programs Committee (EPC)** – Deleted Board Policy and Administrative Procedure, Second Read – Dr. Dana Hester
    - Authorization to approve the second reading of AP 4014 – Contract Education
    - Authorization to delete BP 4080 Instructional Materials and Textbook Adoption and Procurement
    - Authorization to delete AP 4080 Course Materials Selection and Approval Process
  - 2. College Information Technology Committee** – Revised Administrative Procedures – Second Read – Dr. Eric Calderon
    - Authorization to approve AP 3720, Acceptable Computer and Network Use
    - Authorization to approve AP 37223, Electronic Mail, and Bulk Electronic Distribution
- IV. NEW BUSINESS:** Information Items
  - 1.** Updates Department of Education and Executive Orders – Dr. Greg Schulz

## **V. REPORTS AND UPDATES**

- a. Educational Programs – Dr. Dana Hester  
The next committee meeting is March 31 at 2:45 p.m.
- b. Student Services – Dr. Richard F. Rams  
Student Services Committee met on March 13, 2025. A brief presentation was led by Stephen Fahey (Financial Aid Director) unveiling the enhanced and newly redesigned financial aid award letter that students will receive when applying for financial aid. The revised award letter helps students navigate their award with personalized information and resources. Dr. Rams then provided a brief update concerning resources that student services programs are currently providing and planning to make available soon to students and staff as result of the recent federal executive orders. Finally, several enrollment services board policies and administrative procedure edits were reviewed and approved.
- c. Physical Resources and Safety (PRS) – Ms. Claudette Dain  
No report.
- d. Financial Resources – Ms. Claudette Dain  
No report.  
Human Resources – Ms. Simone Brown Thunder  
The HR Advisory/Staff Diversity Committee met on March 19, 2025. We reviewed a comprehensive list of Human Resources BPs/APs and ranked them in the order of when they will be reviewed and revised. We identified seven BP/APs that we will begin to revise, as these were the most urgent set of BPs/APs that need revision to ensure they are current with new laws and/or procedures.
- e. Information Technology – Dr. Eric Calderon  
CITC met on March 10, 2025. There were updates provided on the new website project. The homepage and interior page layouts were discussed. Discussions about migrating content are next on the project. The project continues to move forward and is awaiting design elements from the branding project to complete the look. There were also updates on the Banner/Wingspan maintenance project in April starting the night of April 4 through April 6. The fiber optic move for the remaining buildings will also occur starting on the weekend of spring break and through the week. TeCS wants to limit the impact and has sent information to the different stakeholders regarding the project. BP 3727 was approved by the group as a desk review, and AP 3727 will be reviewed in April. The group will also look to see how AP 3775 – Use of Artificial Intelligence will be written; however, the committee will wait for the Senate their work to align language.
- f. Communications and External Relations – Mr. Doug Schultz  
No report.
- g. Institutional Research & Institutional Effectiveness – Dr. Lan Hao  
Institutional Effectiveness Committee (IEC): IEC will meet on Monday, March 24, 2025, immediately following the Steering Committee meeting. Other than the review and approval of the prior meeting minutes, agenda items of interest include the 2025 ACCJC Annual Report and reviewing the new ACCJC Standards continuing from standard 3.6.  
Institutional Research and Planning Committee (IRPC): IRPC will meet on Monday, April 7,

2025.

h. Program Review – Mr. Dan Volonte

March 7<sup>th</sup> PR/SLOA meeting (Shelby Amador)

Comprehensive Reminders

- The Comprehensive Review calendar is available on the Citrus website on the Program Review page.
- Comprehensive Reviews are sent by the dean to the Curriculum Specialist who stores the reviews in Dean's Oak drive and TEAMS.
  - The team discussed the possibility of streamlining this process. They considered the use of various platforms such as Teams, the division shell, and Canvas for storing and accessing information.
  - The idea of having a unified voice and style across the division was also discussed, with the suggestion that each division could define its own style.
  - The team also discussed the need for guidelines on the length of comprehensive reports, with the idea of setting a suggested range to provide clarity and guidance for future reports.
  - The prompt for one section of the Comprehensive Review was accidentally left off, but this has been added back to all templates, both in Dean's Oak and TEAMS.
  - AI and Program Review
  - Certain groups are using AI for program review data analysis. The information requires careful oversight, but overall, it has been helpful to those who use it. However, there are privacy concerns as AI will store all information. Therefore, sensitive information should not be uploaded to AI.
  - Lisa Villa has formed an AI workgroup within the Academic Senate.
  - It is important to create a unified AI policy to avoid confusion among students and faculty.
  - Certain programs, such as Grammarly, are flagged as AI and there is fear among students of false AI detection.
  - Other colleges have made AI available for students and faculty to utilize.
  - SLOA Flex Day Presentation
  - Catie Besancon updated the group on the launch of the Padlet and the discussion-based SLOA process at Flex Day.
  - Some faculty members have started using it, with positive responses.
  - She discussed potential timelines for freezing SLOs after Convocation.
  - Jack Beckham clarified that using final course assessments, like essays or narratives, is still acceptable for evaluating mastery of specific learning objectives.
  - SLOA Focus Area for 2025-2026
  - The group discussed how to approach SLOs and focus areas for the upcoming year. They consider pairing discipline-specific SLOs with other areas like communication or global consciousness.
  - The group also discussed incorporating DEIA into the SLOs

- There is a need to better define the different focus areas for faculty and students.
  - This will be discussed in the Curriculum Committee and then moved to the Senate.
  - The team discussed the possible need for a structured SLO schedule to ensure that eventually all areas were covered.
  - Our next meeting will be April 4<sup>th</sup>.
- i. Student Learning Outcomes Assessment (SLOA) Coordinator – Dr. Catie Besancon  
No report.
- j. Diversity, Equity, Inclusion, and Accessibility + – Dr. Ty Thomas  
The first diversity, equity, inclusion, and accessibility+ committee of the spring semester will be on Friday, March 21, at 11:00 am via Zoom.
- k. Professional Learning Committee – Dr. Ty Thomas  
The next professional learning committee meeting will be on Tuesday, March 25, at 1:30 pm via Zoom.
- l. Accreditation – Dr. Dana Hester & Dr. Catie Besancon  
The ALO, Director of Institutional Research, Program Review Coordinator, and SLO Coordinator recently met to discuss work on the midterm report and the Annual Report.
- m. Academic Senate President –  
The next Academic Senate meeting will occur next Wednesday, March 26<sup>th</sup>. We anticipate presentations and discussions on our Early Alert program, as well as new accreditation requirements that will impact online education.
- n. ASCC Representatives – Mr. Hamza El Lahib and Johnathan Johnson  
No report.
- o. Classified – Ms. Danielle Weller  
Hello All! Happy Monday afternoon.  
Our membership voted to donate a ¼ page ad at \$250 to the Foundation Gala. We hope it was a successful event.  
Our 4/10 Summer MOU is in the 610 processes. We are hoping to vote on that soon.
- p. Supervisors/Confidential President – Ms. Lisa Fowler  
No report.
- q. Superintendent/President – Dr. Greg Schulz  
Our spring semester enrollment continues to fluctuate as students adjust their schedules and our spring late-start classes approach. As of Thursday, March 20, our unduplicated headcount enrollment is at 10,816 students. Our protected FTES for spring is at 3,779 compared to 3,579 at this time one year ago – a projected increase at this time of 200 FTES or 5.6%. Thank you to everyone who attended the Citrus College 110<sup>th</sup> Anniversary Gala event at the Haugh PAC, sponsored by the Citrus College Foundation. The event helped raise funds for student scholarships and support, program support, and other future projects designed to enhance the student experience at Citrus College. Congratulations to our women's basketball and men's basketball scholar-athletes on having a successful season. Both teams qualified for the 3C2A playoffs and our men's team advanced to the

Final Four in the State Championship tournament. At the Board of Trustees meeting held on March 18, the Board approved the EFMP Update Report. Thanks to the many faculty and staff who contributed to this important planning document.

**VI. ADJOURNMENT:** Dr. Greg Schulz

## **2024-25 STEERING COMMITTEE MEMBERS**

**CHAIR** – Dr. Greg Schulz, Superintendent/President

### **STANDING COMMITTEE CHAIRS**

1. Dr. Dana Hester, Educational Programs Committee
2. Dr. Richard F. Rams, Student Services Committee
3. Ms. Claudette Dain, Financial and Physical Resources and Safety Committee
4. Dr. Lan Hao, Institutional Research and Planning/Institutional Effectiveness Committees
5. Dr. Eric Calderon, College Information Technology Committee
6. Mr. Doug Schultz, Communication and External Relations
7. Mr. Dan Volonte, Program Review Committee (Faculty)
8. Ms. Simone Brown Thunder, Human Resources Advisory/Staff Diversity Committee
9. \*Dr. Catie Besancon, Student Learning Outcomes Assessment Coordinator
10. Dr. Ty Thomas, Diversity, Equity, Inclusion, and Accessibility + and Professional Learning Committee

### **CLASSIFIED REPRESENTATION**

1. Ms. Danielle Weller
2. Ms. Cathy Day

### **SUPERVISORS/CONFIDENTIAL**

1. Ms. Lisa Fowler, President, Supervisors/Confidential Team

### **FACULTY REPRESENTATION**

1. Ms. Dalvir Dhillon
2. Mr. Kenneth Edwards
3. Ms. Patty Glover
4. Ms. Renee Liskey
5. Mr. Spencer Boldt
6. Mr. Gilbert Marquez
7. Mr. Gerhard Peters
8. Ms. Cheri Swatek
9. Ms. Lisa Villa
10. Andrew Wheeler
11. Ms. Jihee Yoo
12. Mr. Bill Zeman

### **STUDENT REPRESENTATION**

1. Mr. Hamza El Lahib

2. Mr. Johnathan Johnson

**RECORDING SECRETARY**

1. Ms. Kesha Shadwick