Citrus Community College District
Steering Committee
Monday, May 12, 2025
2:45 – 4:00 p.m.
This meeting will be held in CI 159

I.   **CALL TO ORDER, CHAIR**: Dr. Greg Schulz, Superintendent/President

II.   **APPROVAL OF MINUTES:** April 28, 2025

III.   **OLD BUSINESS:** Action

1.   Mission, Vision, and Values (MVV) Second and Final Read – Dr. Lan Hao
A final draft of the new mission, vision, and values statements, shaped by previous group work and input, was presented for first read at the Steering Committee meeting on April 7, 2025. As recommended by the Steering Committee, the entire campus community was invited, via email on April 23, 2025, to provide feedback on the proposed MVV statements with a response deadline of Wednesday, May 7, 2025. Suggested edits from the first read – taking into account the feedback received via email - have been incorporated into the enclosed version. The revised version of the MVV is being presented for adoption as a second and final read.

2.   Student Services Committee (SSC) – Revised Administrative Procedures and Board Policies – Second Reading – Dr. Richard F. Rams

- AP 5050 Student Success and Support Program
- BP 5050 Student Success and Support Program
- AP 5110 Counseling
- BP 5110 Counseling
- AP 5200 Student Health Services
- BP 5200 Student Health Services
- BP 5205 Student Accident Insurance
- AP 5210 Communicable Diseases
- BP 5210 Communicable Diseases
- AP 5220 Shower Facilities for Homeless Students
- BP 5220 Shower Facilities for Homeless Students
- AP 5570 Student Credit Card and Other Solicitations

3.   Student Services Committee – Proposed 2025-2026 and 2026-2027 Academic Calendars – Dr. Richard F. Rams
The Academic Calendar Committee is a subcommittee of the Student Services Committee (SSC). Their task is to prepare new academic calendars and to revise existing academic calendars if needed. The proposed 2025 – 2026 and 2026 - 2027

Any questions regarding the Steering Committee Agenda should be forwarded to Kesha Shadwick, Administrative Assistant, Superintendent/President's Office – kshadwick@citruscollege.edu

Academic Calendars were revised and reviewed by constituent groups on various dates and the Student Services Committee on December 12, 2024.

4. Educational Programs Committee (EPC) – Revised Administrative Procedures and Board Policy – Second Read – Dr. Dana Hester

- BP 4025 Philosophy and Criteria for Associate Degree and General Education
- AP 4025 Philosophy and Criteria for Associate Degree and General Education
- BP 4100 Graduation Requirements for Degrees and Certificate
- AP 4100 Graduation Requirements for Degrees and Certificate

IV. NEW BUSINESS: Information Items

1. 2025-2028 Student Equity Plan Timeline – Dr. Richard F. Rams
The Student Equity and Achievement Plan (SEAP) identifies Citrus College's Disproportionately Impacted (DI) groups and provides successful enrollment, term-to-term persistence, and transfer-level English and math completion, degree and certificate completion, and transfer through academic and student services across campus. The current 2022-2025 Citrus College Student Equity Plan is approaching the end of its term. A new Student Equity Plan covering 2025-2028 will be developed with feedback from constituent groups, leading to Board of Trustees adoption in November 2025. The attached timeline details important steps to inform the campus community of opportunities to provide input and when the drafted plan will be reviewed through our shared governance process during the fall 2025 semester.

2. Student Services Committee (SSC) – Revised Administrative Procedures and Board Policies – First Reading – Dr. Richard F. Rams

- AP 5010 Admissions
- BP 5010 Admissions
- AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students
- AP 5035 Withholding of Student Records
- BP 5035 Withholding of Student Records
- AP 5040 Student Records, Directory Information, and Privacy
- BP 5040 Student Records, Directory Information, and Privacy
- AP 5610 Voter Registration

3. The Accrediting Commission for Community and Junior Colleges (ACCJC) requires Citrus College to submit a Mid-term Report, which is due to the Commission by October 15, 2025. Accreditation co-chairs Dr. Dana Hester and Dr. Catie Besancon

worked with a team to update the one Recommendation and four Actionable Improvement Plans associated with the December 2020 self-evaluation report. The Mid-term Report also includes a four-year review of the institution - set standards. Together, they have drafted the report, which has been reviewed and edited by responsible parties.

V. REPORTS AND UPDATES

a. Educational Programs – Dr. Dana Hester
EPC approved the committee's 2025-26 meeting dates and a desk review of BP 4070 Auditing and Auditing Fees.

b. Student Services – Dr. Richard F. Rams: No report

c. Physical Resources and Safety (PRS) – Ms. Claudette Dain: No report

d. Financial Resources – Ms. Claudette Dain: No report

e. Human Resources – Ms. Simone Brown Thunder: No report

f. Information Technology – Dr. Eric Calderon: No report

g. Communications and External Relations – Mr. Doug Schultz: No report

h. Institutional Research & Institutional Effectiveness – Dr. Lan Hao
Institutional Effectiveness Committee (IEC) – IEC will meet next on Monday, June 9, 2025, immediately after the Steering Committee Meeting.
IRPC met on Monday, May 5, 2025. The group was introduced to the 2021-2026 Strategic Plan Objectives Data webpage. Data is through fall 2024. Brief narratives for each objective now accompany the data. The ACCJC Rubric for Effective Institutional Outcome Transparency is the basis for the development of this webpage. The group reviewed the webpage and had an in-depth review and discussion of 1 – 9 of the 19 objectives. The discussion will continue at the June 2, 2025, meeting.

i. Program Review – Mr. Dan Volonte
Location where to find and turn in PRs-The team discussed the location and structure of their program review documents. They considered using the intranet and the portal for easy access and to avoid confusion about where the documents are stored. Dr. Eric Calderon suggested using Microsoft Teams for collaborative work and version control, which was well received. The team agreed to explore this option further, with the possibility of creating a template for each academic year. They also discussed the potential for creating links to specific folders on the intranet for easy access. They agreed to store templates in Teams and make them accessible through the portal, with access restricted to employees. The team also considered the idea of creating a review-oriented team for easier access and maintenance. They explore the possibility of creating a link directly to the program review team within the portal, which would allow faculty to access it without needing to sign in again. The team also considered the potential for creating different levels of access within the program review team, and the possibility of creating a training video or screenshots to help faculty navigate the platform.
AI and Program Review- AI workshop coming up with Tommy Reyes. Tommy

presented his use of AI in program review, highlighting the benefits of using AI to analyze data and generate comprehensive reports. He shared his process of using AI to answer questions based on his data, including identifying equity gaps and suggesting ways to partner with schools and community organizations. Tommy also emphasized the importance of double-checking AI-generated reports for accuracy. The team discussed the potential of using AI for program review, with some concerns. The team agreed to organize a workshop to train faculty on using AI for program review. Dr. Kim Orlijan raised concerns about the use of AI in program review, questioning its purpose and potential implications. Tommy shared his experience with AI, highlighting its ability to provide deeper insights and its potential for error. Dave Kary emphasized the need for a system that can interpret data effectively. Dr. Dana Hester suggested that AI could provide innovative intervention ideas, which could be valuable despite potential blind spots. Tommy agreed, likening AI to a person who makes mistakes, and emphasized the importance of reviewing and discussing its outputs. The team expressed concern about the sustainability and environmental impact of such projects. They also discussed the need for training faculty on data and the potential for AI to generate ideas. However, there were concerns about relying solely on AI for program review, with the need for faculty to understand and evaluate the data generated. The team agreed on the importance of guidelines and training for the effective use of AI in their work.

j. Student Learning Outcomes Assessment (SLOA) Coordinator – Dr. Catie Besancon
At the Program Review Meeting on Friday, May 2, the committee looked over a proposed calendar for a cycle for SLOA Area Competency Areas. Next year's competency areas for SLOA will be Communication and Computation. Additionally, in Curriculum, we have begun looking at defining competency areas to provide greater guidance to faculty.

k. Diversity, Equity, Inclusion, and Accessibility + – Dr. Ty Thomas
The diversity, equity, inclusion, and accessibility + committee continued drafting new language for the college's diversity, about us, and equal opportunity statements, which are used when recruiting and advertising job opportunities at the college. The next diversity, equity, inclusion, and accessibility + committee meeting will be on Friday, May 16.

l. Professional Learning Committee – Dr. Ty Thomas
We are excited to announce that we are seeking full-time faculty to apply for the Professional Learning Faculty Coordination position. This position comes with a reassigned time opportunity equal to 40% of 40 hours on a year-to-year basis for up to three years. The deadline to apply is May 21.
Several training sessions are available on the Vision Resource Center. Training offered in May includes Drug Safety and Overdose Prevention, De-Escalating Situations While Protecting your Mental Health, Advancing Racial Equity Series, Technology Fridays on using AI in the Program Review process, Microsoft Office 365 Tools, and more. The last day to submit requests for professional learning conference funding was April 1, 2025, to ensure all requisitions are entered before

the college deadline. The Professional Learning Committee has approved conference travel funding requests from 27 full-time faculty, 12 adjunct faculty, 11 classified professionals, six managers, and one supervisor for the 2024-2025 academic year. The professional learning committee will meet on Tuesday, May 27.

m. Accreditation – Dr. Dana Hester & Dr. Catie Besancon
The draft of the Mid-term Report is currently being reviewed by constituent groups.

n. Academic Senate President – Lisa Villa: No report

o. ASCC Representatives – Mr. Hamza El Lahib: No report

p. Classified – Ms. Danielle Weller: No report

q. Supervisors/Confidential President – Ms. Lisa Fowler: No report

r. Superintendent/President – Dr. Greg Schulz
I would like to thank the members of our campus community who attended the Superintendent/President Open Forum on Tuesday, April 29. We had about 70 people attend in person or virtually via Zoom, and I appreciated the questions and dialogue that took place after I shared several college-wide updates. Last week was Faculty Appreciation Week, and I want to express my appreciation for our faculty and all that they do every day to help our students learn and succeed. The Board of Trustees adopted a proclamation at their April Board meeting in support of Faculty Appreciation Week. The full proclamation from the April board meeting can be viewed here. Last week, I shared a campus communication that included information about activities on campus as well as educational resources as we observe and celebrate Asian American, Native Hawaiian, and Pacific Islander (AANHPI) Heritage Month in May. We are anticipating the "May Revision" budget information being released within the next few days. This budget will contain any changes to the Governor's Proposed Budget based on the latest economic forecast. As we approach the end of the term, I am looking forward to several end-of-year celebrations that will honor our students and applaud their successes. One such event is our annual Achievement Award Ceremony on Thursday, May 22, at 6 p.m. in the Haugh Performing Arts Center. There are many other exciting celebrations in the coming weeks, and I encourage you to attend them and show your support for our students.

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. Mr. Tommy Reyes
9. Ms. Cheri Swatek
10. Ms. Lisa Villa
11. Andrew Wheeler
12. Ms. Ji Hee Yoo
13. Ms. Elaine Jefferson

STUDENT REPRESENTATION

1. Mr. Hamza El Lahib
2. Mr. Jonathan Johnson

MISSION, VISION, AND VALUES TASKFORCE TEAM

1. Michael Aguilar
2. Jody Barras
3. My Chau
4. Anthony Delgado
5. Junior Domingo
6. Yueyi Huang
7. Elaine Lipiz Gonzalez
8. Ivon McCraven
9. Kim Orlijan
10. Elizabeth Rubio
11. Xiaoran Yu

RECORDING SECRETARY

1. Ms. Kesha Shadwick