

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Steering Committee Minutes**  
**November 10, 2025**

**Present:** Dr. Catie Besancon, Simone Brown Thunder, Dr. Eric Calderon, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Dana Hester, Dr. Elaine Jefferson, Renee Liskey, Gilbert Marquez, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Dr. Greg Schulz, Cheri Swatek, Lisa Villa, Dan Volonte, Ji Hee Yoo and Christine Link, recording secretary

**Absent:** Spencer Boldt, Claudette Dain, Cathy Day, Jonathan Johnson, Lisa McPheron, Dr. Gerhard Peters, Dr. Ty Thomas and Danielle Weller,

**2026-31 Strategic Plan Members:** Jody Barrass, Dr. Kim Orlijan and Henocho Perez

**Guests:** Shawn Jones (representing Claudette Dain)

**Call to Order**

Dr. Schulz called the meeting to order at 2:47 p.m.

**Minutes**

Dr. Hester moved to approve the October 27, 2025 meeting minutes, which Dr. Calderon seconded.

October 27, 2025, Steering Committee meeting minutes were approved by consensus.

**Yes Votes** – Dr. Catie Besancon, Simone Brown Thunder, Dr. Eric Calderon, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Dana Hester, Dr. Elaine Jefferson, Renee Liskey, Gilbert Marquez, Dr. Richard F. Rams, Marquel-Leslie Savage, Cheri Swatek, Lisa Villa, Dan Volonte and Ji Hee Yoo.

**No Votes** – None

**Old Business:** Action Items

1. 2025-26 Academic Senate Purpose Statement – Second Read – Ms. Villa

The Academic Senate reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Organization and Governance Handbook. This document was discussed and approved by the Academic Senate on October 8, 2025 and the Steering Committee for a first read on October 27, 2025.

Dr. Besancon moved to approve the second and final reading of the attached 2025-26 Academic Senate Purpose Statement, with a revision, which was seconded by Mr. Volonte.

2025-26 Academic Senate Purpose Statement, with a revision, approved by consensus.

**Yes Votes** – Dr. Catie Besancon, Simone Brown Thunder, Dr. Eric Calderon, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Dana Hester, Dr. Elaine Jefferson, Renee Liskey, Gilbert Marquez, Dr. Richard F. Rams, Marquel-Leslie Savage, Cheri Swatek, Lisa Villa, Dan Volonte and Ji Hee Yoo.

**No Votes** – None

*Tommy Reyes arrived.*

2. 2025-26 Human Resources and EEO Advisory Committee Purpose Statement – Second Read – Ms. Brown Thunder

Annually the Human Resources and EEO Advisory Committee reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Organization and Governance Handbook. This document was discussed and approved by Human Resources and EEO Advisory Committee on Wednesday, September 24, 2025 and the Steering Committee for a first read on September 27, 2025.

Ms. Villa moved to approve the second and final reading of the 2025-26 Human Resources and EEO Advisory Committee Purpose Statement.

2025-26 Human Resources and EEO Advisory Committee Purpose Statement approved by consensus.

**Yes Votes** – Dr. Catie Besancon, Simone Brown Thunder, Dr. Eric Calderon, Dalvir Dhillon, Ken Edwards, Lisa Fowler, Patty Glover, Dr. Lan Hao, Dr. Dana Hester, Dr. Elaine Jefferson, Renee Liskey, Gilbert Marquez, Dr. Richard F. Rams, Tommy Reyes, Marquel-Leslie Savage, Cheri Swatek, Lisa Villa, Dan Volonte and Ji Hee Yoo.

**No Votes** – None

**Old Business:** Information Items

1. 2026-31 Strategic Plan Development Process – Dr. Hao

Dr. Schulz referenced the discussion from the previous Steering Committee meetings and the November 7, 2025 work session regarding the development of the Citrus College 2026-31 Strategic Plan.

Dr. Hao provided a recap of the November 7, 2025 Strategic Planning Taskforce working session and confirmed the progress so far as to the draft of the new plan. It was noted during the work session four teams (listed below) met. During the Steering Committee meeting each team reported out their thoughts, ideas and suggestions regarding possible focus areas.

Team 1: Dr. Dana Hester, Dr. Elaine Jefferson, Henocho Perez and Jody Barrass  
Team 2: Lisa McPheron, Dr. Ricard F. Rams, Dr. Bala Sethu Raja, Kathy Flores and Marquel-Leslie Savage  
Team 3: Dr. Kim Orlijan, Dan Volonte, Lisa Fowler and Dr. Gerald Sequeira  
Team 4: Dr. Eric Caldeorn, Ken Edwards, Danielle Weller and Siqi Pan

It was noted that further refinement of the focus areas will be one of the next steps. Dr. Schulz encouraged everyone to share any additional input. He also confirmed that all college stakeholders will have input into the new strategic plan.

Next Strategic Planning Taskforce Working Session:

Date: December 12, 2025  
Time: 11:30 a.m. to 2:30 p.m.  
Location: CI 159

**New Business:** Information Items

1. 2025-26 Diversity, Equity, Inclusion, and Accessibility + Purpose Statement – First Read – Dr. Thomas

On behalf of Dr. Thomas, Dr. Schulz noted that the Diversity, Equity, Inclusion, and Accessibility + Committee reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Organization and Governance Handbook. This document was discussed and approved by the Diversity, Equity, Inclusion, and Accessibility + Committee on Friday, October 17, 2025.

2. 2025-26 Educational Programs Committee Purpose Statement – First Read – Dr. Hester

Dr. Hester shared that the Educational Programs Committee (EPC) reviews its Purpose Statement for accuracy and relevance and, upon approval, is included in the Organization and Governance Handbook. This document was discussed

and approved by the Educational Programs Committee (EPC) on October 6, 2025.

## **Reports and Updates**

### **Educational Programs Committee – Dr. Dana Hester**

EPC met on November 3, 2025 and discussed proposed language recommended by CCLC for a policy/procedure related to Burden Free Course Materials. Academic Senate and Curriculum Committee will also discuss and launch the proposed policy/procedure. As the governance process will likely take longer to review and approve than the given January 2026 deadline for compliance, academic affairs will work on implementing the major interventions that will be included in the language; the policy and procedure will be posted once fully approved. Workgroups shared out reports and the committee agreed to a new approach to improve our BP/AP review.

### **Student Services Committee – Dr. Richard F. Rams**

No report.

### **Physical Resources and Safety Committee – Ms. Claudette Dain**

No report.

### **Financial Resources Committee – Ms. Claudette Dain**

The Financial Resources Committee met on November 5, 2025.

- The 311Q 1<sup>st</sup> quarter report was reviewed and approved by the committee.
- Audit updates were provided. Currently, the financial statements are on hold since the auditors have not heard back on certain processes from the federal government.
- BPs/APs were reviewed and approved by the committee.

### **Human Resources Advisory Committee – Ms. Simone Brown Thunder**

No report.

### **College Information Technology Committee – Dr. Eric Calderon**

CITC met on November 3, 2025. Bryun Sakaye presented Action Items for students. He provided insights on the current process and got feedback from students, faculty and staff on the workflow. There were also updates provided on the Element 451 implementation from a TeCS perspective. Tom Cheng provided updates on current lab, classroom, and workspace upgrades. He also mentioned a server move on December 23, 2025, which will be the last hardware to be moved from the IS building. This move will impact phones and internet on campus that day. Our website, canvas, banner, Office 365, email and other items will still be available. The group will also be bringing AP 3727 Information and Communications Technology Accessibility to constituent's groups for review. The group will also review the new AP 3775 Artificial Intelligence and AP 6365 Accessibility of Information Technology in future meetings. AP 3775 will be in coordination with the work that Academic Senate has done.

**Strategic Communications, Marketing and Public Affairs – Ms. Lisa McPheron**

No report.

**Institutional Effectiveness Committee (IEC) – Dr. Lan Hao**

- An accreditation update was provided.
- The group completed their review of ACCJC standards 3.6 through 3.10. These standards relate to: financial resources and management, and ensuring financial solvency; the construction and maintenance of physical resources; technology enhancements and security; and finally maintaining appropriate strategies for risk management. At the November 24, 2025 meeting, the group anticipates completing this standards review project encompassing all 30 standards, which began in September 2023.

**Institutional Research and Planning Committee (IRPC) – Dr. Lan Hao**

No report.

**Program Review Coordinator – Mr. Dan Volonte**

- Review Program Review Instructional Templates
  - The goal of Program Review is for the faculty to reflect on what they have done, where they currently are, and where they are going. It is also used for accreditation purposes.
  - We have supplied the templates for both Instruction and Student Services, and we are looking for feedback to streamline and clarify the process.
    - “Resource Requests” have now been added to Program Review.
    - For several of the sections, the idea would be to add a link for the faculty to find the information they need (catalog, SLOA reviews, 6-year course currency, or anything that would help them respond to the question).
    - Things that can be prepopulated (Mission, etc.) will be done and updated.
    - Word lengths-provide suggestions for faculty to use as the fill out the form.
    - Provide an overall example of a strong program review for faculty/programs to use when completing this.
      - Program Review Committee to provide some examples bring to senate/share with deans.
    - SLOA and Program-Level Student Learning Outcome Assessment – to reinforce the connection to SLOA and Program Review.
    - Institutional Support look vs. Program review? Textbox space or word document.
    - Where do comprehensive program reviews go?
      - The overviews come to steering. Program Review/SLOA is more about process vs. Steering. Mentions that

Student Services has a model for sharing a summary of their comprehensives that goes to Steering as Information (not approval). The scrutiny/review actually goes to the standing committee of steering, for instruction, Education Programs Committee.

- Reviewing the Templates (Instruction)
  - *Feedback specific to Section 3: Course Curriculum*
    - Could use some standardization, as each program answered this portion differently. Suggestion to link the 6-Year Review Currency, would like to come back to this section as well for the next meeting. Additionally, we would like to provide faculty with guidance on where to find specific information.
    - Include Honors after modality.
    - Would like “regular” defined in terms of “regularly offered courses” -- “once every two years” and it depends on the program's needs. Suggest linking back to the catalogs and maps. Our intent is that students complete in 2 years, but if the course is only offered every 2 years, they will be here for 4 years.
  - *Feedback specifically for Section 4: Student Success Data*
    - Suggest revisions to the following questions:
      - “What opportunities are available to address these barriers?” can it be phrased more directly, “What can your program do to address/work towards eliminating these equity gaps?”.
      - “What potential obstacles or barriers do students face?” Does not always generate questions that reflect the program, so instead a more pointed question about looking inward: “What potential obstacles within your program might be creating barriers for students?”
    - Suggestion- “Write about any notable equity gaps in performance.” can be changed to “Reflect on any notable equity gaps in performance.”
  - *Feedback on Section 6: Assessment and Planning*
    - Like that Student Services has a reflection section separate from the Planning for the future.
- Reviewing Templates (Student Services)
  - Question for Student Services Review: does it look okay, does anything need to be adjusted?
  - Sending questions back to a SS Deans meeting, for internal conversation. The feedback will be given in Spring 2026, so will be ready for Fall 2026.
- Next Meeting

- The goal is to bring a cleaned-up version of the template, but please bring any questions that would offer a holistic approach to program review for the next meeting.
- Organization of Annuals and Comprehensives
  - Review the Resource Request form for our next meeting.
  - Suggestion- parameters for resource requests for faculty who are submitting them.
  - Suggestion- instead of the folders being separated into Division, it could be separated by Program and then other folders: Annual Program Review, Comprehensive Program Review, CTE Biannual Program Review.
- Update Calendar for Program Review (Annuals and Comprehensives)
  - We need to create the Annual Calendar.

**Student Learning Outcomes Assessment (SLOA) Coordinator – Dr. Catie Besancon**

- Requirement of accreditation to review their SLOA if we are meeting them or not; allows for reflection
- Padlet's are launched for 2025/2026 year
- Can be modified to fit the program's needs, please reach out to Catie for this
- We also want to use these to review during flex day in Spring 2026

**Diversity, Equity, Inclusion, and Accessibility + Committee – Dr. Ty Thomas**  
No report.

**Professional Learning Committee – Dr. Ty Thomas**  
No report.

**Accreditation – Dr. Dana Hester & Dr. Catie Besancon**

We will host a team-lead training on November 21, 2025 in CI 159 from 1:00 - 2:30 p.m. to provide an overview of the proposed timeline and make recommendations about completing evidence gathering for standards teams during the spring semester.

**Academic Senate President – Ms. Lisa Villa**

Citrus College sent three faculty representatives to statewide Academic Senate fall plenary last week: Lisa Villa, Renee Liskey, Tommy Reyes.

Break out and general sessions covered just about every new piece of legislation and hot topics impacting CCC faculty across the board including: CCN, AI, Burden-Free Materials, etc. Moreover, the resolutions on the table included both philosophical and practical support from ASCCC for many of those current legislative changes.

Our next Academic Senate meeting will be November 12, 2025.

**ASCC Representatives – Mr. Jonathan Johnson & Ms. Marquel-Leslie Savage**

We met November 4, 2025, we reviewed the AP's and the changes and edits that were made to the documents. We also reviewed the suggestion box comments that were placed around the campus recently, and now we're taking those suggestions into consideration and improving.

**Classified – Ms. Danielle Weller**

No report.

**Supervisors/Confidential President – Ms. Lisa Fowler**

The Supervisors/Confidential Team is reviewing BPs and Aps.

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

Dr. Schulz thanked Maria Buffo and her team in the Veterans Success Center for planning and coordinating the annual *Saluting Our Veterans* event, which was held earlier on the Campus Center mall. The event honored Citrus College faculty member Tommy Reyes, United States Air Force and Citrus College student Joshua Alcaraz. Dr. Schulz shared a brief enrollment update and then he invited everyone to attend the upcoming campus events, including the Holiday Open House on December 8.

**Adjournment**

The meeting was adjourned at 4:05 p.m.

Respectfully submitted,  
Christine Link  
Executive Assistant  
Superintendent/President's Office