

CITRUS COLLEGE
EDUCATIONAL PROGRAMS COMMITTEE
PURPOSE AND RESPONSIBILITIES STATEMENT
2023-2024

PURPOSE

The purpose of the Educational Programs Committee is to facilitate discussion regarding the comprehensive educational program offered at Citrus College. The committee reviews the implementation of instruction and instructional support areas of the Educational and Facilities Master Plan. The committee reviews comprehensive program reviews for instruction and academic support. The committee responds to accreditation recommendations and actionable improvement plans, implementing changes as necessary. ACCJC Standards 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3.4, 3.9, 4.1, 4.2, and 4.3

The committee reviews policies and procedures for enrollment management, major general education and graduation requirements, and program implementation/discontinuance.

The committee ensures Career/Technical Education (CTE) programs meet regional criteria for approval, monitors the inventory of approved programs and assures that certificates are in compliance with state and/or national requirements.

The committee supports Online Education, Honors Transfer, and other educational and support programs. In addition, the committee strives to promote communication and collaboration regarding educational programs among instruction, student services, and associated students.

RESPONSIBILITIES for 2023-2024

- a. Review, update, and create Academic Affairs Board Policies and Administrative Procedures.
- b. Analyze the Educational and Facilities Master Plan and align implementation with related sections of the Strategic Plan.
- c. Support implementation of actionable improvement plans related to academic programs and services.
- d. Confirm accuracy of inventory of approved programs.
- e. Facilitate open dialogue regarding budget challenges and impact on instructional programs.
- f. Support programmatic changes resulting from Guided Pathways implementation.

FREQUENCY OF MEETINGS: Monthly (during primary semesters)

DAY/TIME OF MEETINGS: Mondays 2:40 p.m. to 4:00 p.m.

EPC COMMITTEE MEMBERSHIP: Vice President of Academic Affairs (chair)

Academic Senate President	Director of Institute for Completion /
Academic Senate Vice President	Grants Oversight
Articulation Officer	Director of Institutional Research
ASCC representative(s) (1 or 2)	Honors Transfer Program Faculty Coordinator
Career/Technical Education Supervisor	Instructional Deans
Classified representatives (2)	Online Education Faculty Coordinator
Curriculum Committee Faculty Chair	Program Review Faculty Coordinator
Director of Health Sciences	SLOA Faculty Coordinator
Dean of Counseling	Supervisor/Confidential representative (1)
Director of Continuing Education	

Sub committees:

Online Education: The purpose of the committee is to discuss issues important and relevant to Online Education and to foster communication among management, technology staff, and faculty on topics related to and advocacy for online delivery. In addition, there are frequent discussions regarding best practices, and faculty often make presentations involving new and emerging technologies. Minutes and agendas are kept.

FREQUENCY OF MEETINGS: monthly during semesters

MEMBERSHIP:

Full and part time faculty teaching Online Education	DSPS representative
Dean of Online Education	Learning Center representative
Online Education Coordinator	TeCS representative
Online Education Information Technology Specialist	ASCC (Associated Students) representative
Public Service Librarian	Director of Continuing Education

Honors Transfer: The purpose of the Honors Transfer Program Advisory Committee is to help address program needs and resolve program issues. The committee plans course scheduling, honors activities, recruitment events, and program development. It is also a forum for faculty and honors students to offer ideas on how to improve the program and receive support in their honors courses. Updates and information relevant to faculty, students and partners are also shared at the committee meetings.

FREQUENCY OF MEETINGS: monthly during semesters

MEMBERSHIP:

Honors Program faculty	Honors Administrative Clerk
Honors Program Coordinator	Director of Student Support Services
Honors Program Counselor(s)	EOP&S/CARE Counselor
Honors Student(s) or representative	Director of Veterans Support Center
Dean of Honors Transfer	Foster/Kinship Education and Resources Supervisor
DSPS representative	Campus Partners from other organizations & services
Honors Librarian	Honors Learning/Writing Center Representative
AGS & PTK Representatives	Black Scholars Educational Advisor
HTP Learning/Writing Center Representative	HTP Committee Chair

Workforce Council: The purpose of this committee is to make recommendations and offer guidance to support Career Technical Education at Citrus College by leveraging the California Community Colleges State Chancellor's Office Strong Workforce and Perkins funding. This group develops strategies for implementing annual plans as required by the Chancellor's Office, along with strategies for increasing enrollment, certificate and degree completion and employment outcomes in CTE programs. Program proposal forms and recommended funding priorities are developed by this group and coordination and support to CTE programs is provided.

FREQUENCY OF MEETINGS: 5-6 times during the academic year

MEMBERSHIP:

Co-Chairs: CTCE dean & faculty member

Managers

ASCC representative

Faculty (including CTE Liaison)

Classified Staff

CTE Programs Supervisor

Enrollment Management Committee: The purpose of the Enrollment Management Committee is to review and discuss strategies that improve the student experience related to Strategic Enrollment Management Planning in order to make recommendations on, monitor progress of, and update these strategies annually. The three overarching goals of the committee are:

- Increase student access, success, and completion in conjunction with the Student-Centered Funding Formula; and
- Enable the college to achieve budgeted FTES

The purpose and responsibilities of the Enrollment Management Committee are indexed to the following ACCJC Standards: 1.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.4, and 4.3

RESPONSIBILITIES 2023-2024

- Develop an integrated approach to enrollment management that supports college-wide collaboration, engagement, and creative-thinking focused on meeting the measurable objectives as stated in the Strategic Plan
- Review enrollment metrics/reports
- Evaluate ongoing enrollment trends, activities, and initiatives
- Use quantitative and qualitative data to inform recommendations
- Assess, evaluate, and make recommendations for support strategies to enhance student access, success, persistence, services, and their educational goal attainment
- Recommend intentional marketing strategies to attract and retain prospective and current students
- Review, monitor, modify, and evaluate progress toward strategic enrollment planning goals
- Collaborate with college constituencies to develop and implement the strategic enrollment planning strategies

FREQUENCY OF MEETINGS: monthly on Thursdays, 2:45 p.m. to 4:00 p.m.

MEMBERSHIP: co-chairs: VPAA and a full-time faculty member

Academic Senate President

Dean, Kinesiology and Athletics

Articulation Officer

Dean, Language Arts and Library

ASCC representative(s)

Dean, Mathematics & Business

Catalog and Schedule Analyst

Dean, Physical, Natural and Health Sciences

Chief Information Services Officer

Director, Health Sciences

Classified representative(s)

Supervisor, International Students

Curriculum Committee Chair

Supervisor, Outreach

Dean, Career, Tech, and Continuing Ed.

Director, Financial Aid

Dean, Counseling Programs and Services

Director, Inst. Research, Planning, Effectiveness

Dean, Enrollment Services

Exec. Director, Communications-External Relations

Dean, Social and Behavioral Sciences
Dean of Students
Dean, Visual and Performing Arts
Director, Grants-Interim
Director, Financial Aid
Faculty representative(s)
Program Review Coordinator

Registrar
Supervisor of Outreach
Vice President of Academic Affairs
Vice President of Student Services
Vice President of Finance and Admin. Services
Director, Continuing Education