

**CITRUS COLLEGE
EDUCATIONAL PROGRAMS COMMITTEE
PURPOSE AND RESPONSIBILITIES STATEMENT
2022-2023**

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 I.A.2, I.A.3, I.B.1,I.B.5, I.B.7, I.B.9, I.C.1, I.C.4, I.C.5, II.A.2, II.A.5, II.A.7, II.A.9, II.A.12, II.A.13, II.A.14, II.A.16, II.B.2, II.C.1, II.C.2, II.C.3, II.C.4, II.C.5, II.C.6, II.C.7, III.A.7, III.A.8, III.A.9, III.A.10, III.A.11, III.B.3, III.C.1, III.C.2, III.C.3, III.C.5)

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 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 2022-2023

- a. Review, update, and create Academic Affairs Board Policies and Administrative Procedures.
- b. Monitor Educational and Facilities Master Plan and related sections of the Strategic Plan.
- c. Strive for sustainable continuous quality improvement in academic programs and services.
- d. Support implementation of actionable improvement plans related to academic programs and services.
- e. Confirm accuracy of inventory of approved programs.
- f. Facilitate open dialogue regarding budget challenges and impact on instructional programs.
- g. 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
Dean of Online Education
Online Education Coordinator
Online Education Information Technology Specialist
Public Service Librarian

DSPS representative
Learning Center representative
TeCS representative
ASCC (Associated Students) representative
Director of Continuing Education

Honors Transfer: The purpose of the Honors Advisory Committee is to help plan honors scheduling and program development. It is also a forum for faculty to offer ideas on how to improve the program and receive support in their honors courses, as well as planning for program recruitment and honors activities.

FREQUENCY OF MEETINGS: monthly during semesters

MEMBERSHIP:

Honors Program faculty
Honors Program Coordinator
Honors Program Counselor(s)
Honors Student(s) or
representative
Dean of Honors Transfer
DSPS representative
Honors Librarian
AGS & PTK Representatives

Honors Administrative Clerk
Director of Student Support Services
EOP&S/CARE Counselor
Director of Veterans Support Center
Foster/Kinship Education and Resources Supervisor
Campus Partners from other organizations &
services
Honors Learning/Writing Center Representative
Black Scholars Educational Advisor

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 the impact on the student experience within the four areas of the Enrollment Management Plan (Recruitment and Marketing, Curriculum and Scheduling, Retention and Student Support Services, Technology and Facilities) in order to make recommendations on, monitor progress of, and update these areas annually. The two 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 FTES targets

The purpose and responsibilities of the Enrollment Management Committee are indexed to the following ACCJC Standards: I.A.2, I.B.1, I.B.6, I.C.1, I.C.4, I.C.6, II.A.6, II.A.7, II.C.5, II.C.6, III.C.1, and IV.A.1.

RESPONSIBILITIES 2020-2021

- Review enrollment metrics
- Review, monitor, and modify the Enrollment Management Plan activities
- Increase communications related to enrollment management activities

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, Social and Behavioral Sciences

Articulation Officer

Dean of Students

ASCC representative(s)

Dean, Visual and Performing Arts

Catalog and Schedule Analyst

Director, Institute for Completion

Chief Information Services Officer

Director, Financial Aid

Classified representative(s)

Director, Inst. Research, Planning, Effectiveness

Curriculum Committee Chair

Exec. Director, Communications-External Relations

Dean, Career, Tech, and Continuing Ed.

Faculty representative(s)

Dean, Counseling Programs and Services

Program Review Coordinator

Dean, Enrollment Services

Registrar

Dean, Kinesiology and Athletics

Supervisor of Outreach

Dean, Language Arts and Library

Vice President of Academic Affairs

Dean, Mathematics & Business

Vice President of Student Services

Dean, Physical, Natural and Health Sciences

Vice President of Finance and Admin. Services

Director of Continuing Education