



# ACADEMIC SENATE

The primary voice of the faculty in academic and professional matters at Santa Rosa Junior College.

## MEETING MINUTES

DATE: September 20, 2017

TIME: 3:15 p.m.

LOCATION: Senate Chambers  
Bertolini 4638

VIDEO CONF: Petaluma Campus  
Mahoney 726

### PRESENT:

J. Arild, S. Avasthi, J. Carlin-Goldberg, T. Ehret, R. Fautley, S. Fichera, A. Graziani, A. Insull, T. Jacobson, T. Johnson, D. King, D. Kirklin, C. McClure, N. Nasseem, G. Navarro, C. Norton, N. Persons, S. Rosen, N. Slovak, M. Starkey, E. Thompson, K. Walker, N. Wheeler, S. Whyllly

### ABSENT:

P. Bell, L. Nahas, F. Pugh

### GUESTS:

S. Martin, S. Diaz, E. Maremont Silver, M. Rudolph, J. Rhoades, S. Eidgahy, W. Crawford, A. Panella

### CALL TO ORDER:

The meeting was called to order at 3:15 p.m. by President E. Thompson.

### OPEN FORUM:

1. S. Martin, the AFA Vice President and liaison to the Academic Senate, commented that the Textbook Order Process draft listed as an information item on the Academic Senate agenda appears to AFA to be a policy and that by bringing it to the Senate for discussion before bringing it to AFA is side-stepping the shared governance process as the draft may relate to working conditions and is therefore subject to collective bargaining.

### MINUTES:

September 20, 2017.

**Motion:** J. Carlin-Goldberg moved to approve the minutes. The motion was seconded and the minutes were approved unanimously.

### ADJUSTMENTS TO THE AGENDA:

It was requested that the Faculty Fund for Advanced Study Guidelines Revision be pulled from the consent agenda for discussion.

### REPORTS:

#### 1. President's Report –E. Thompson

- **Senate Retreat** – The retreat was successful. Dr. Chong attended for lunch and discussion. He agreed to facilitate a direct relationship between the Senate and the Board so that the Senate can work directly with the Board to renegotiate Senate primacy on the 10+1. Senate goals were discussed and ranking will be held via email. Other issues discussed included: faculty/senate purview, curriculum, ELS, Adult Education, and police presence in Petaluma.
- **Guided Pathways** – A team from SRJC consisting of 5 faculty and 5 others, including district employees and a student, will attend a Pathways seminar on October 23. E. Thompson and A. Forrester published a letter with their concerns and arguments against the Chancellor's "Vision for Success" plan that has been shared with the SRJC community and other Academic Senate Presidents throughout the state, and that they plan to share with the Board of Governors. Faculty are encourage to read both the letter and the "Vision for Success".

- **Continuing Education and Research Grant** – A donation was made to the 100<sup>th</sup> Anniversary Campaign specifically for faculty professional development. The funds will be dispersed over two years for continuing education or research projects to faculty who apply.
- **Area B** – Will be held October 13 at the Petaluma campus. Let J. Melvin know if you are able to attend.
- **Plenary** – Plenary is November 2-4. E. Thompson noted that he is having difficulty finding people to attend.

**2. 100<sup>th</sup> Anniversary** – S. Diaz and E. Maremont Silver gave an update on the progress of the 100<sup>th</sup> Anniversary Committee. They, along with A. Malaise are the tri-chairs of the committee. A website has been created to highlight the legacy and achievements of SRJC students, faculty and staff; to list upcoming events and activities; and to gather ideas and volunteers. Grants are available for up to \$500; the application can be found on the website at <http://srjc.100.santarosa.edu>.

**ACTION:**

None

**CONSENT:**

None

**DISCUSSION:**

**1. Information: Community/Contract Education Changes** – M. Rudolph, J. Rhoades. Due to budget constraints, Community and Contract Education are being restructured and will be taking over Public Use of Facilities with a focus on increasing revenue through facilities rental. J. Rhoades noted that, in addition to increasing revenue, renting SRJC facilities is a good way to showcase the College. The goals of the restructure include: contribute to the \$2 million budget reduction target of Academic Affairs; centralize and strengthen fee-based, not-for-credit programs and services; organize and group related functions for improved operational efficiency and effectiveness; and build upon strengths of existing personnel. Identified needs include: improve attention to detail and service to fee-based, not-for-credit, and facilities rental programs and customers; strategic planning and systematized operations for Community Education, Contract Education, and Public Use of Facilities; implement accountability and cost control measures for the sustainable use of resources; full implementation and oversight of Event Management System (EMS) migration; and expanding revenue-generating programs. Proposed staffing changes include: creating a new coordinator position; eliminating a .75 FTE administrative assistant I position; and relocating an administrative assistant I position from Facilities and Operations to Community and Contract Education. It was noted that these changes would result in no net cost to the District Fund. Advantages of the changes include: decreased financial impact on the District; explore additional streams of revenue with Contract Education and Public Use of Facilities; centralize revenue generating programs for improved branding and service; improve operational effectiveness for the short- and long-term sustainable use of resources; and showcase the “well maintained and aesthetically pleasing facilities and grounds” we value so much at SRJC. Concerns and suggestions voiced by the Senate included: overburdening an already limited staff; parking concerns; limited facilities for large events; and how to ensure that the District has priority access to facilities.

**2. Information: Class Size Task Force Update** – E. Thompson. The task force was formed to study the issue of developing criteria to inform what the maximum class size should be for any given course. The task force was put on hold but is now looking to resume its work with a new MOU and committee structure. The task force was originally composed of 3 faculty and 3 administrators; the new composition will be up to 6 faculty members and no administrators. Current faculty who have agreed to serve include: T. Graziani, Biological Sciences; E. Thompson, Philosophy, Humanities, Religion; D. Laird, Computer Studies; and A. Donegan, Social Science. A math faculty member has

been asked but has not yet confirmed. The goal is to have the broadest representation of disciplines as possible. It was noted that adjuncts are not excluded from the committee but that compensation for adjuncts is not available at this time but could be looked into. Suggestions and concerns voiced by the Senate included: having representatives from online and extended lecture; and including someone who works with heavy equipment like welding or studio art. It was noted that while the committee's recommendations would be based on pedagogy, final maximum class sizes would be negotiated by AFA and the District.

- 3. Information: Textbook Order Process** – S. Eidgahy, W. Crawford. The purpose of this document is to streamline the process of textbook ordering and to avoid many of the pitfalls and the confusion experienced at the beginning of the semester. The suggested dates were chosen to align with mandates. Suggestions and concerns voiced by the Senate included: clearly acknowledging in the initial email that adjuncts may not have their class assignments yet; making it clear that there are alternatives to the Bookstore that meet policy and mandate requirements including posting textbook information on a publically accessible syllabus; and ensuring that all relevant constituency groups are included in the development of this process. It was noted that this document has not been brought before the Textbook & Instructional Materials Committee or AFA. S. Whyly agreed to make her research on textbook requirements available to the Senate.
- 4. Policy/Procedure 4.3.2b/P: Equivalency** – R. Fautley, E. Thompson. Proposed policy and procedure changes include: clarifying who has the final decision in equivalency cases, the Equivalency Committee per the Academic Senate for California Community Colleges (ASCCC) Guidelines or the governing board per Ed Code; expressing in the policy the committee's relationship with the Senate; including additional disciplines and an additional faculty member in the committee structure; and clarifying timelines and requirements for evidence. This will be brought back for further discussion.
- 5. Guided Pathways Committee Proposal** – A. Panella. The Guided Pathways Work Group would like to become a standing, Academic Senate consultation committee and would like to add additional faculty and include classified and student representatives. Suggestions voiced by the Senate included: submitting a proposed structure that includes meeting times and a proposed goal or task; and making it a task force instead of committee which will require less vetting.

**Motion:** N. Persons moved to establish a task force to study Guided Pathways under the purview of the Senate. The motion was seconded and passed unanimously.

- 6. Faculty Fund for Advanced Study Guidelines Revision** – This topic will be discussed at a subsequent meeting.

#### **ADJOURNMENT:**

The meeting was adjourned at 5:00 p.m.