



ACADEMIC SENATE

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

MEETING MINUTES

DATE: August 16, 2023

TIME: 3:15pm

LOCATION: Santa Rosa: Bertolini Senate
Chambers,
Petaluma: Room 628, Richard Call
Bldg.

ZOOM ID: 958 4627 3808

PRESENT

M. Anderman, L. Aspinall, A. Atilgan Relyea, S. Avasthi, W. Downey, J. Fassler, M. Ferguson, G. Garcia, M. Hale, T. Jacobson, T. Johnson, L. Larsen, D. Lemmer, D. McCall, G. Morre, M. Ohkubo, P. Ozbirinci, J. Perez, E. Schmidt, N. Slovak, J. Stover, P. Usina, C. Williams

ABSENT J. Bell, A. Donegan, C. Hillman

GUESTS Ann Foster, Angelica Garcia, Robert Holcomb

CALL TO ORDER

The meeting was called to order at 3:15 p.m. by President N. Persons. The Land Acknowledgement Statement was read by President Persons.

OPEN FORUM – None

MINUTES

Senator Johnson moved to approve the [May 17, 2023 minutes](#) as presented, seconded. Motion passed with all in favor and none opposed.

ADJUSTMENTS TO THE AGENDA

Senator Jacobson motioned to move the Information item “Follow up Report Draft” to discussion item at beginning of the agenda. Seconded. Motion passed with all in favor and none opposed.

REPORTS

1. President’s Report – President Persons gave a report congratulating Jessica Bush for appointment to the Academic Senate for California Community Colleges (ASCCC) Transfer, Articulation, and Student Success committee, and Jessy Paisley for appointment to the ASCCC Rising Scholars Faculty Advisory committee. President Persons was appointed to the ASCCC Standards and Practices committee. She also completed a course in Parliamentary training in June. President-elect Stover and President Persons attended the Faculty Leadership Institute in June and the Curriculum Institute in July. Several senators and faculty participated in the Enrollment Management Academy in July.

Academic Senate Administrative Assistant II, Natalia Haworth moved with the family to the state of Washington. Those interested in contributing to Natalia’s fund for her daughter who has been diagnosed with cancer should reach out to ASEC. Trevor Acebo will serve as STNC while the recruitment for the permanent replacement is in progress.

New faculty mentor program is underway. New faculty received a survey to match up with mentors. Senators will receive emails notifying them once mentors have been matched.

Senator is needed to fill the liaison position to the SGA. SGA meets weekly on Mondays from 3:00-5:00pm. Senators interested should email guser556@santarosa.edu.

Read full report [here](#).

2. Curriculum Review Committee

Ann Foster, chair of the Curriculum Review Committee, gave the CRC report. [6 year course review timelines](#) for each cluster was shared through 2028-29 to give notice to clusters and begin preparing for upcoming courses to be reviewed. CRC has new course submission deadlines because summer and fall schedule is developed at the same time. [Curriculum Course Submission Form](#) needs to be submitted to the curriculum office no later than October 2nd. The form streamlines the process and avoids extra work. [Curriculum Writer's Handbook](#) outlines the process for submitting changes to the committee.

Senator Schmidt asked for the proportion of Associate to Contract faculty in each cluster that is due for review. A. Foster clarified that those numbers are available but were not included due to time constraint for the report. It is information that will be considered at CRC.

Senator Schmidt asked if the scheduling process slows down course review. A. Foster asked that the committee is open to hearing new ideas as SRJC transitions to the new system.

3. Superintendent/President's Welcome

Dr. Garcia welcomed the Senate remotely from Shone Farm. She has visited all of the sites her first six weeks at SRJC. Dr. Garcia is looking forward to working with and supporting the Senate around Education Master Plan, Accreditation, Shared Governance and more.

Senator Downey asked about increasing enrollment while maintaining teaching excellence. Dr. Garcia clarified that she doesn't see them as mutually exclusive and is committed to working on both. Ensuring that we are accessible and available to the communities isn't synonymous with less rigorous, or compromising integrity of the curriculum.

President Persons alerted the Senate that Academic Senate is legally obligated to hold in person meetings and it is not permissible for senators to attend or vote remotely.

4. Accreditation Follow-Up report

Dr. Holcomb, VPAA, presented the draft version of the SRJC Accreditation Follow Up Report, which is due to the accrediting agency, ACCJC, by October 1, 2023. The report will be finalized by September 5th in order to be included on the September 12th, 2023 Board of Trustees agenda as information item. Report addresses the compliance requirements and outlines the work of Accreditation Response team, two SLO Coordinators and faculty liaisons, and software adaptation for disaggregating SLO assessments.

[SRJC Accreditation Follow Up Report – DRAFT – 8-14-2023](#)

Senator Jacobson asked about next steps after the report is submitted to ACCJC. Dr. Holcomb clarified that a subset of visiting team will review the report and follow up with a site visit in November, 2023. Following the site visit the team will develop a report to ACCJC who will take action at January, 2024 meeting.

Senator Schmidt asked for exact date for team visit and Dr. Holcomb stated that the exact dates have not been provided by ACCJC yet.

Senator Downey asked what additional work will be needed on SRJC's behalf once the report is submitted. Dr. Holcomb stated that the work is ongoing.

Senator Usina expressed gratitude for Dr. Holcomb's leadership and a thorough and honest report.

BREAK (4:51-4:56)

DISCUSSION

1. Wait Lists

Senator Aspinall provided a brief background and supporting materials from last Senate discussions regarding wait lists. A taskforce, represented by a variety of disciplines, worked on the materials provided. Majority of recommendations were unanimous, those that were not, are specified in the [Waitlist FAQ](#). Some of the

consensus items included students not being assessed fees for being on wait lists, no automatic roll of the wait list into the class after instruction had begun, continuation of add codes, departmental control over the number of seats on each wait list.

[Waitlist Procedure 3.14.5P Strikethrough](#)

[Waitlist Policy 3.14.5 Strikethrough](#)

[Waitlist Flowchart](#)

Senator comments included idea of discontinuing wait lists; revising communication to students regarding what it means to be on the wait list vs. requesting add codes; various departments using wait lists in different ways; training instructors on how to use wait lists; revising language on add codes because some departments, like music, rely on add codes for enrollment; keeping students on wait lists to ensure that enrollments are not lost and additional sections can be opened; clarifying the policy of the college as a whole on wait lists and what the exceptions are; an ability for departments to know how many students are wanting to enroll in a section once it's full; working with IT and the new software to include features needed to manage wait lists via a student centered process.

Senator Avasthi asked if the senate should discuss revisit the workgroup that previously worked on revising the policy and consider the number of faculty, criteria for selection, timeline for this work, and who shall select the faculty.

President Elect Stover made the motion to move the discussion item to action at the next Senate meeting. Seconded. Motion passed with all in favor and none opposed.

2. Educational Master Plan

Dr. Holcomb, VPAA presented a [draft](#) of the workgroup composition and Education Plan timeline.

Educational Master Plan is being used interchangeably with District Education Plan. The workgroup would include 2 Co-Chairs: Academic Senate President (or designee) and VPAA (or designee); 8 Faculty: GE, CE, Noncredit, Counselor, Librarian, Senate Exec., DCC, Pet., AFA; 4 Managers: GE, CE, Noncredit, Student Services; 2 Classified: OIR, AA, Classified Senate Appointees; and 2 Students: SGA Appointees.

Senator Downey asked if the proposed 8 faculty include associate or contract only.

Senator Jacobson made a motion to move the discussion item to action at the next Senate meeting. Seconded. Motion passed with all in favor and none opposed.

Senator comments included adding the Senior Director or OIR as one of the managers on the workgroup, where a lot of data will be utilized; adding Distance Education representation; differentiating between associate and full-time faculty reps; as well as non-credit area and Disability Resources.

INFORMATION

Moved to Reports

ADJOURNMENT

Meeting Adjourned at 4:55pm.