SANTA ROSA JUNIOR COLLEGE

Faculty Professional Development Committee - Meeting Minutes

Date: 10.22.26 | *time:* 1:30 PM – 2:45 PM | *Location:* Senate Chambers, 145 Doyle | |zoom link (for public): https://santarosa-edu.zoom.us/j/88023645252
Meeting ID: 8802-3645-252

Voting Membership	John Stover (Faculty - AS)	Rebecca Stoddard (Faculty - AS) Remote	Jessica Harris (Faculty – AS)
	Alexa Forrester (Faculty - AS)	Tim Melvin (Faculty - AFA)	Stacie Sather (Faculty – AFA)
	Sara Pringle (*Fa26 only*) / *Regina Guerra (Sp27)*	Emily Schmidt (Faculty – AS, Associate **Absent**	Regina Guerra (Faculty – AS) *Spring 2027 only*

Agenda Items

- ***The Meeting was Called to Order:*** 1: 34 p.m. by Committee Chair, J. Stover.
- ***Open Forum:*** T. Melvin, and J. Stover addressed concerns raised specific to the New Faculty Professional Learning Series program. A. Forrester reviewed there is a great line up for the Lunch and Learn series coming up. An email with information on the series content and rebranding was also previewed.
- ***Welcome:*** The Chair welcomed everyone to the meeting.
- ***Approval of the Agenda:*** The Chair addressed there is an emergency item that has been added to the agenda related to an additional CoP. The proposal was emailed to all committee members today. A vote will be taken before agenda item #8 CoP Assessment. The agenda was approved.
- ***Just Cause for Remote Participation:*** R. Stoddard has just cause to participate remotely. No opposition from the committee.
- ***Approval of the Minutes:*** A. Forester moved to approve the minutes, October 8, 2026. Seconded. Roll Call Vote was taken, and item was approved unanimously by 7 yes votes.
- ***CoP Assessment Introduction and Overview:*** The Chair reviewed the following CoP proposal was from English colleagues:

  1) **Michael Hale and Purnur Ozbirinci - Spring CoP – In person – Know Who's in the Room: A Community of Practice on Early Alert and Belonging –**
     S. Sather moved to approve the CoP. Seconded. Roll Call Vote was taken, and item was approved unanimously by 7 yes votes.

  The Chair introduced Li Collier, Director, Student Equity and Achievement and Kelli Woodward, a representative from the Office of Institutional Effectiveness, Research and Planning.

  L. Collier reviewed the program and the departments supported, across Academic Affairs and student services. Most are student-facing, but the CoP is not directly related to students, so the assessment is in question. The goal is to tie the SEA program to equity goals and review the effectiveness.

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The assessment tool is to gauge CoP effectiveness in helping faculty to support students reach their education goals. A tool was created this year with help from the research office.

Kelli Woodward, representing Dr. Smotherman, reviewed the tool, which is a simple three-question survey. The survey questions were reviewed.

The following comments were made:

- It would be helpful if there was a back button even though this is a short survey, sometimes people change their minds.
- List all employee classes, if this is not related to teaching techniques, it could be very valuable in other areas.
- Inability to implement techniques and training due to student load. Maybe add a comment box for more information to be shared.
- Add, what is your position at the school?
- Can the feedback be provided to the facilitator?

The CoP's are funded by the student equity budget, and the student equity budget has mechanisms by which reporting back needs to occur based on how the money is used. The feedback today will be reviewed and shared with Dr. Smotherman.

- ***Presentation on RSI Requirements:*** Lauren Mitchell gave a presentation on RSI, Regular, Substantive Interaction. Reviewed the audit will be in the fall of 2028.
    - RSI = Teaching Presence
    - ACCJC RSI Audit Basics
        - Timing, Sample Size, Reviewer Access, Passing Grade
    - RSI Resources

  Comments and discussion took place regarding:
    - This presentation will also be shared, as per the Chair's request, with the full Academic Senate.
    - Passing grade is 85% to meet the RSI requirements.
    - The auditors are given a list of all sections of asynchronous courses and then courses are chosen through random numerical selection.
    - It is unknown if the instructors will be notified if their course does not meet the requirements.
- ***Continued Testing and Resource Development for Vision Resource Center:*** T. Melvin noted that he has become a credentialed local administrator. The next steps will be to learn how to do the editing on the homepage. This will be brought back so that the committee can review.
- ***Extended Time of This Meeting From 2:45 to 3:00 pm?*** The Chair reviewed that if this is a consideration it will need to go to College Council, this is where the meeting schedules are set. A. Forrester moved to extend the time to 3 pm. Seconded. Roll Call Vote was taken and item was approved unanimously by 7 yes votes.
- ***Future Agenda Items***
    - The need to update our new Faculty Learning Program will involve the Senate, the Union and the District.
    - How do we pay associate folks for professional development, and what are we doing to onboard part-time instructors?
    - Discussion on the Lunch and Learns, different times or online.

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- ***Announcements/Information***
    - A. Forrester shared that they have been working on a professional development calendar. Some discussions need to take place before the calendar is published.

The meeting was adjourned at 2:46 p.m.

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