



ACADEMIC SENATE

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

MEETING MINUTES

DATE: September 6, 2023

TIME: 3:15 p.m.

LOCATION: Santa Rosa: Bertolini Senate
Chambers, Room 4638
Petaluma: Room 628, Richard
Call Bldg

ZOOM ID: 958 4672 3808

[https://santarosa-
j-95846723808](https://santarosa-jc.zoom.us/j/95846723808)

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, N. Persons, E. Schmidt, N. Slovak, J. Stover, P. Usina, C. Williams

ABSENT

J. Perez

GUESTS

L. Beach, R. Holcomb

CALL TO ORDER

The meeting was called to order at 3:16 p.m. by President N. Persons and the Land Acknowledgement was read by Senator Atilgan Relyea.

OPEN FORUM

1. Lisa Gearhart proposed that the senate consider reaching out to other language groups and add more multilingual communications due to the number increase multilingual speaking students. Some examples of the campus translating information includes concise registration procedures, parking information, SRJC Bookstore policies, counseling information, and student services. To better serve the changing community we must improve better access to campus policies and post information. [Read S. Gearhart's full Open Forum statement here.](#)
2. Lauralyn Larsen recently solicited feedback from counselors regarding the Wait List procedure. Students that are not financially stable are affected by the wait list and it would be helpful for students to know what number they are on the wait list. Suggestions were made: consistent and clear guidelines in all disciplines will make it easier for students to understand how the campus' wait list works; create a system that does not charge the student for being waitlisted; allow students more than 48 hours for accepting a wait list seat and have multiple notification methods whether it's phone text and/or email; clarify prerequisite challenge form versus prerequisite.
3. Senator Atilgan-Relyea acknowledged an increase in the diversity of students and emphasized it's vital to have some form of multilingual help on campus. She proposed a temporary solution: a document that aims to create a list of multilingual people on the campus of faculty, staff and students who are willing to help students who speak other languages other than English and Spanish. If any senators are interested in being included on this document they must email Senator Atilgan-Relyea describing which language you want to speak and interpret.
4. Senator Donegan stated that the All Faculty Association proposed that SRJC becomes a contract member of FACCC (Faculty Association of California Community Colleges). FACCC believes in the expertise and professionalism of all full-time and part-time faculty as the primary source of advancing the mission of

California Community Colleges. Representatives of FACCC will be in Bertolini to share information and answer any questions on Thursday September 14th from 3:30-5:00.

5. Bitia Bookman of the ESL (English as a Second Language) Department proposed ESL should change its course prefix from ESL to EMLS (English for Multilingual Students) for the department and discipline for Fall 2024 registration. EMLS is more inclusive and accurate as to representing multilingual students of English and aligns with research of contemporary educational practices and literature. Concerns about AB 1111 and the common core numbering have been raised.

6. MINUTES

Senator Garcia moved to approve the [minutes of August 16th](#), seconded. The minutes were approved with no corrections or additions.

ADJUSTMENTS TO THE AGENDA

None.

REPORTS

President's Report – Last year the senate voted to recommend that the District should take on “10+1” items number 4 and number 8 and should rely primarily upon the senate’s recommendations. President Persons has sent the document to Dr. Garcia for approval. President Persons also publicly thanked the All Faculty Association (AFA) Cabinet members for meeting with the Academic Senate Executive Committee last week.

President Persons has set up regularly scheduled meetings for the Program Review, Revitalization, and Discontinuance (3.6) Committee due to the backlog of programs and certificates up for review. The purpose of these meetings is to address the large backlog.

Lastly, President Persons announced that she is serving as a librarian on the San Diego Mesa Colleges accreditation peer review team. Anybody who is interested in this professional development opportunity and learning experience should contact President Persons.

CONSENT

None.

ACTION

1. **Wait Listing Policy/Procedures** President Persons reached out to Jane Wright of the Community College League of California (CCLC) to inquire if any of the CCLC templates address the issue of establishment of board policy/procedure regarding class wait lists. In her response Wright stated that she was not aware of any other districts having policies and procedures specifically about wait lists. [Read Wait List Policy and Procedure Response.](#)

With regard to J. Wright’s response regarding wait list policy and procedure, a senator who has served on the Educational Planning Coordinating Council (EPCC), where these Board Policies (BPs) and Administrative Procedures (Aps) are reviewed when they concern our educational programs, stated they tried searching SRJC BPs and Aps, but could not find reference to these in ours. President Persons explained that we are in midst of conversion to use of CCL templates and that we may not have incorporated those cited by Wright yet. A senator commented that they looked up the BP5075 template, and it is mostly about elements such as course adding and withdrawing, excused withdrawal, and military withdrawal.

A senator asked what happens after the first day of class if the entire class is full and there is a wait list. The senator also asked if the student(s) need to be present in order to be added or is it up to the instructor to make that decision.

A senator requested clarification regarding the CCLC templates, asking if it is permissible to have policies/procedures that are not part of the template. Since SRJC currently does have a wait list policy we can determine whether we want to continue that practice. The templates are a guide not a definitive solution. Updates are pushed out towards the colleges so that the senate is not out of compliance.

A senator suggested a “wish list” for the wait list and a question about the work group. The wait list is a method sometimes used for restricted classes to allow instructors to add students without it being transparent to other students. The question was if there were any members of the prior workgroup who could speak to its makeup and number of members. and experience because they understood the task required a good deal of work. A member of the original work group listed the former members and confirmed it was a lot of work for the group to cover.

A senator asked for clarification regarding the draft FAQ provided, if students will have access and be able to view the frequently asked questions. It was explained that the documents provided were working documents from the prior work group and were not intended for students to view at this time, even though they were modeled after a variety of colleges that had FAQs for wait lists.

BREAK 4:01PM-4:06 PM

2. District Education Plan – Dr. Holcomb

[District Educational Plan Timeline \(from PBC May 2023\)](#)

A question was asked regarding the participation of associate faculty in the work group. Dr. Holcomb stated that the proposal aimed to include representation from areas that represent different student populations and District sites. Associate versus Contract faculty participation had not been considered. Dr. Holcomb stated suggestions from the Senate will be considered.

A senator asked whether or not the two Student Government Assembly (SGA) student appointees must be a part of student government. It was clarified that they do not, only that SGA will make the appointments. Another senator asked if the Senate President is included in or is in addition to the eight faculty members. Dr. Holcomb stated this had not been discussed, but likely the Senate President will serve in addition to the eight faculty.

There was a suggestion to provide a draft of the Education Plan to all departments.

A senator requested that the work group consider where the District is headed regarding the proportion of face to face versus online course offerings.

Other requests included the inclusion of faculty from noncredit areas such as ESL, Adult Education and GED preparation.

Senator Jacobson moved that we form a faculty work group comprised of 10-12 faculty representing contract and associate, DRD, online, face-to-face, general education, career education, non-credit, counseling, library, Senate Executive Committee, department chairs, AFA, Adult Education, and with broad representation from District sites and disciplines.

The vote was called, and the motion passed unanimously. The timeline for the workgroup and who shall select faculty will come back to the body at the next meeting.

DISCUSSION

1. **Peer Online Course Review** – L. Beach presented the [Peer Online Course Review \(POCR\)](#). SRJC is becoming a teaching college in the California Virtual Campus (CVC). Faculty would volunteer to have their courses

reviewed, other faculty would be trained as reviewers and would be assigned to review courses. Ideally reviewers and reviewees are not from the same discipline.

A senator asked if the reviewers are from SRJC and how are they selected and compensated. Both the reviewers and the reviewees are compensated and would be SRJC faculty. Colleges have both a coordinator and faculty advisor; the coordinator coordinates communication, training schedules and resources. the faculty advisor ensures that their advice is followed regarding the process, training reviews, etc.

Senators asked questions regarding if the CVC is recommending or expecting Teaching Colleges to participate in the program; if the accessibility review included in the rubric or is it separate; and if there an appeal to bring an outside voice to bring clarity to disagreements of certain disciplines. Participation in the POCR is a requirement to be a Teaching College. The rubric has four parts: A, B, C & D; D addresses accessibility. If there are disagreements that touch on discipline expertise, the lead reviewer or faculty advisor will work with reviewer/reviewee is discuss the issue(s) and come to an agreement.

2. Senate Goals – [Read Academic Senate Goals 2023-24](#)

Time expired before this agenda item was introduced. This item will return on the next agenda.

INFORMATION

None.

ADJOURNMENT

5:00 p.m.