

# Academic Senate

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



## Academic Senate Orientation

August 24, 2016



Senate Membership  
**Governance Structure**  
**Policy Manual**  
**ASCCC**



# Introduction of Senators

- <http://academicsenate.santarosa.edu/>
- <http://academicsenate.santarosa.edu/staff>
- <http://academicsenate.santarosa.edu/areas-representation>

[Current Agenda \(PDF\)](#)

[Current Minutes \(PDF\)](#)

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## MEETING SCHEDULE 2016-2017 ACADEMIC YEAR

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### FALL SEMESTER

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- Wednesday, August 24, 2016, 3:15-5:00 p.m., Bertolini Senate Chambers (Petaluma Videoconference, Call 632), New Senator Orientation
- Wednesday, September 7, 2016, 3:15-5:00 p.m., Bertolini Senate Chambers (Petaluma Videoconference, Mahoney 726)
- **Friday, September 16, 2016, 9:30 a.m.-3:30 p.m. (Retreat/Pepperwood Preserve)**
- Wednesday, September 21, 2016, 3:15-5:00 p.m., Bertolini Senate Chambers (Petaluma Videoconference, Mahoney 726)
- Wednesday, October 5, 2016, 3:15-5:00 p.m., Bertolini Senate Chambers (Petaluma Videoconference, Mahoney 726)
- Wednesday, October 19, 2016, 3:15-5:00 p.m., **Petaluma Campus, Mahoney 721**
- Wednesday, November 2, 2016, 3:15-5:00 p.m., Bertolini Senate Chambers (Petaluma Videoconference, Mahoney 726)
- Wednesday, November 16, 2016, 3:15-5:00 p.m., Bertolini Senate Chambers (Petaluma Videoconference, Mahoney 726)
- Wednesday, December 7, 2016, 3:15-5:00 p.m., Bertolini Senate Chambers (Petaluma Videoconference, Mahoney 726)

### SPRING SEMESTER

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## CONTACT INFORMATION

**Administrative Assistant:**  
Jessica Melvin  
1368 Bailey Hall  
(707) 527-4595  
[jmelvin@santarosa.edu](mailto:jmelvin@santarosa.edu)

## SENATE OFFICERS 2016-2017 ACADEMIC YEAR

**President:**  
Eric Thompson  
Philosophy, Humanities, Religion  
(707) 527-4625  
[ethompson@santarosa.edu](mailto:ethompson@santarosa.edu)

**Past President:**  
Robin Fautley  
Life Sciences  
(707) 527-4523  
[rfautley@santarosa.edu](mailto:rfautley@santarosa.edu)

**Vice President:**  
Tara Jacobson  
KAD/Petaluma  
(707) 778-4116  
[tjacobson@santarosa.edu](mailto:tjacobson@santarosa.edu)

**Secretary:**  
Laura Aspinall  
Disability Resources  
(707) 527-4274



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# Academic Senate Representation

#	Area	Expires 2017	Expires 2018
1	Counseling, Work Experience, EOPS	Frank Pugh	Geoff Navarro
2	Life Sciences, Earth & Space Science, Chemistry, Agriculture	Derek Padilla	<a href="#">Anthony Graziani</a>
3	English	Angela Romagnoli	Abby Bogomolny
4	Business Admin, Comp Studies, Engineer/Physics, Applied Tech	<a href="#">Scott Rosen</a> <sup>®</sup>	Michael Starkey
5	Art, Music, Theatre Arts, Comm. Studies, Philosophy, Religion, Humanities	Alexa Forrester	<a href="#">Deborah Kirklin</a>
6	Modern & Class Languages, ESL, Library	Phyllis Usina (F) Nancy Persons (S)	<a href="#">Smita Avasthi</a>
7	Behavioral Sciences, Social Sciences	Salvador Diaz	<a href="#">Narmeen Nasseem</a> <sup>®</sup> (F) <a href="#">Nikona Mulkovich</a> <sup>®</sup> (S)
8	Disability Resources, Adapt PE, College Skills	Laura Aspinall	Tara Johnson
9	Math	Jennifer Carlin-Goldberg	Nora Wheeler
10	Health Sciences, KAD	<a href="#">Open</a>	Tara Jacobson
11	AJ, Ind. Trade Tech, Public Safety, Child Dev., Consumer & Family Studies, Culinary Arts	Clifford Norton	Arthur Hsieh
12	Adjunct Reps Area 1	Paulette Bell	<a href="#">Michael Ludder</a> <sup>®</sup>
13	Adjunct Reps Area 2	<a href="#">Lauren Nahas</a>	<a href="#">Therese Ehret</a> <sup>®</sup>



# Academic Senate

## Executive Committee

President

Eric Thompson

Vice President

Tara Jacobson

Secretary

Laura Aspinall

Past Pres. or President Elect

Robin Fautley

## “Executive Staff”

Parliamentarian

Nora Wheeler

Administrative Assistant

Jessica Melvin





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# Role of Academic Senate

## Senate Constitution Preamble:

- This Academic Senate is created to secure the professional rights and to carry out the responsibilities of the faculty of the Sonoma County Junior College District. The faculty have the traditional right of college faculty to participate in the governance of the college. As specialists in specific disciplines and as experienced instructors, the participation of the faculty in the governance of the college is essential for the district's pursuit of its mission. As professionals, the faculty have the right and a duty to set professional and ethical standards for the conduct of their profession and to promote the excellence of their profession. In order to achieve these ends and in accordance with Title 5 of the California Administrative Code, Subchapter 2, Sections 53200-53205, this Academic Senate is established.





# Role of Academic Senate

- The Academic senate is created to secure the professional rights and to carry out the responsibilities of the SRJC faculty
- Rights – to participate in governance
- Duties – set professional and ethical standards and promote the excellence of their profession  
and to participate in governance!



## **Senator Responsibilities and Senate Meetings**

- Read Senate materials before Senate meetings
- Use Senate cluster distribution lists to share important information with constituents
- Learn about & understand the governance structure
- Be knowledgeable about District Policies and Procedures (<http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies>)

# Governance Structure at SRJC

- Board of Trustees & President – roles dictated by Ed Code
- Management – provide leadership, formulate & recommend policy & procedures, administer programs, supervise employees
- All faculty, staff, students are given an opportunity to participate in governance –  
by means of **Committees & Councils** & drafting of **Policies**
- **Academic Senate** has primary responsibility for areas of academic standards and curriculum



## **Learn and Understand the Governance Structure at SRJC**

- **District and Academic Affairs Organizational Chart**

[https://hr.santarosa.edu/sites/hr.santarosa.edu/files/Academic%20Affairs%20Org%20%20Chart%20F15%20%287.21.15%29\\_0.pdf](https://hr.santarosa.edu/sites/hr.santarosa.edu/files/Academic%20Affairs%20Org%20%20Chart%20F15%20%287.21.15%29_0.pdf)

Mary Kay Rudolph  
Senior Vice President of  
Academic Affairs /  
Assistant Superintendent

Whitney Schultz  
Executive Assistant  
(Confidential)

Kris Abrahamson  
Dean III, Liberal Arts & Sciences

Abe Farkas  
Dean III, Curriculum &  
Educational Support Services

April Chapman  
Dean III, Public Safety

Alicia Virtue  
Dean III, Learning  
Resources & Educational  
Technology

Jerry Miller  
Dean III, Career & Technical  
Education  
& Economic Development

Josh Adams  
Dean II,  
Business & Professional  
Studies

Victor Tam  
Dean II, Science, Technology,  
Engineering & Mathematics

Anna Szabados  
Dean II, Arts & Humanities

\*Curriculum  
Development  
\*Faculty Evaluations  
\*Scheduling  
\*Enrollment Management  
\*Faculty Office  
Assignments

Basic Academy  
Lanny Brown  
Director  
Fire Technology  
Randy Collins  
Director  
In-Service Programs  
Charisse Arnold  
Director  
In-Service Programs  
Charisse Arnold  
Director  
Modular Law Enfl/  
Banner Academy  
Brian Marvin  
Director

Media Services  
Matthew McQuail, Manager  
Distance Education  
Lisa Beach, Director  
Learning Resources  
Molly Matheson, Chair

IELM  
Online College Projects  
Sabbatical Leaves

Media Services (Petaluma)  
Matthew Pearson

Matt Markovich  
Dean II, Kinesiology, Athletics  
& Dance/Athletic Director

KAD  
Lenny Wagner, Chair

Catherine Prince  
Dean II, Instruction  
& Strategic Program  
Development

Behavioral Sciences  
Brenda Flyswithawks, Chair  
\*SRJC Museum  
Social Sciences  
Andre Larue (F16 only), Chair  
Community Education  
Jeffrey Rhoades  
Director  
High School Equivalency  
Program (HEP)  
Beatriz Camargo  
Program Coordinator

Grants

Ron Myers (Interim)  
Dean II, Agriculture/Natural  
Resources & Culinary Arts

Agriculture/Nat. Res.  
Merliark Padgett-Johnson, Chair  
Culinary Arts  
James Cason, Chair

SHORE FARM  
Leonard Diggs, Manager  
SHORE FARM PAVILION  
Chris Willis, Pavilion Manager

Workforce Development  
Eve Nighswonger, Director  
\*Work Experience

Workforce Training &  
Instructional Partnerships  
Brad Davis, Manager

Yolanda Garcia  
Dean II, Child Development &  
Teacher Education

Child Development  
Jeanie Harmon, Chair  
The Children's Center  
Maleese Warner  
Program Supervisor  
Fooder & Kinship Care  
Program  
Nikolas Lawrence  
Project Coordinator  
Title 5 Hispanic Serving  
Institution (HSI) META<sup>1</sup>  
Juan Arias  
Project Director

Teacher Academy  
SRJC Teaching Fellows Program

Business Administration  
Roy Gattinella, Chair  
Computer Studies  
Donald Laird, Chair  
Industrial & Trade Tech  
Cliff Norton, Chair

Deborah Chigazola  
Dean II, Health Sciences

ADN Program  
Anna Valdez, Assoc. Dean  
Dental Programs  
Carol Hatrick, Coord.  
Dietary Sys. Sup. Prog.  
Jill Harrison, Coord.  
Dietetic Tech. Program  
Jill Tarver, Coord.  
Food & Dietetic Program  
Tammy Sakanashi, Coord.  
HOPE Trio Program  
Jeannie Dulberg, Dir.  
LVN Program  
Maureen Wolfe, Coord.  
Comm. Health Worker  
Program  
Kim Caldwell, Coord.  
HLC/HLEHLRC Progs.  
Ezbon Jen, Coord.  
Medical Ass. Prog.  
Katherine Blusser, Coord.  
Nursing Asslt/Home Health  
Program  
Leslie Crane, Coord.  
Pharmacy Tech Prog.  
Ahmed Deen, Coord.  
Radiologic Tech Prog.  
Rich Lehrer, Coord.  
Phlebotomy Program  
Katherine Blusser, Coord.

Curriculum Technicians  
Scheduling  
Older Adults Program

Ad  
Stephanie Sanchez, Chair  
\*Art Gallery  
Communication Studies  
Mark Nelson, Chair  
Music  
Mark Anderman, Chair  
Theatre Arts  
Leslie McCauley, Chair  
SRT  
James Newman, Director  
Philosophy, Humanities &  
Religion  
Michael Aparicio, Chair

Study Abroad

Robert Holcomb  
Dean II, Language Arts &  
Academic Foundations

College Skills/Tutorial  
Wanda Burzycki, Chair  
English  
Lori Kuwabers, Chair  
English as a Second Language  
Hollyshna Vettori, Chair  
Modern & Classical Languages  
Mel Nasif, Chair  
\*Developmental Education/BSI  
\*Off-Campus Programs

Student Learning Outcomes (SLOs)  
Program Review (PRPP)  
Faculty Prof. Development  
Weekend College

Engineering & Applied  
Technology  
Vince Bertsch, Chair  
Chemistry & Physics  
Galen George, Chair  
Earth & Space Sciences  
Laura Sparks, Chair  
Life Sciences  
Danielle King, Chair  
Mathematics  
Bic DoVan, Chair  
MESA/CCOP Programs  
Darci Rosales, Coord.

Planetarium



## **Responsibility of Academic Senate**

### **Policy 2.5 Governance and the Committee System**

#### **Section III C.7:**

The Academic Senate will ensure that students and staff effectively participate in the processes through which it develops its recommendations to the Board as provided in Title 5, Sections 51023.5 and 51023.7.



# **Governance Committees & Councils – Policy / Procedure 2.5**

- **Standing Committees**
- **Councils**
- **President’s Advisory Committees**
- **Academic Senate Consultation Committees**
  - a subset of the above – any that deal with “10+1” issues (sanctioned by Ed Code and Title 5)
  - ASCC committees have a Senate designated co-chair



## **The Governance Structure at SRJC – The Committee System – Procedure 2.5P**

- **Standing Committee (Section IIA)**

1. Includes more than one constituent group.

2. Responsibilities generally impact large sectors of the District or regularly scheduled activities.

# Standing Committees

- Arts & Lectures
- Curriculum Review
- Day Under Oaks
- District Facilities Planning
- DTREC
- Equivalency
- Parking & Transportation
- PGI
- Project Learn
- Professional Development
- Sabbatical Leave

Complete List found on SRJC website



## **The Governance Structure at SRJC – The Committee System – Procedure 2.5P**

- **Standing Committee (Section IIA)**
- **Council (Section IIB)**
  1. **Councils are similar to Standing Committees with an even larger scope of interest**
  2. **Councils coordinate, integrate, or review the activities of other District committees**

# Councils

- the highest level committees
- College Council (CC)
- Educational Planning & Coordinating Council (EPCC)
- Institutional Planning Council (IPC)

# Councils

- the highest level committees
- College Council (CC)
  - The highest policy articulation group for the District
  - Insures that all District constituencies have participated
  - Reviews, supervises and approves: District committees and policy changes
  - Assures that policies and procedures do not conflict.



# Councils

– the highest level committees

- Educational Planning & Coordinating Council (EPCC)

- Assists development of sound educational policies, procedures & practices among constituent groups;
- Review and assist in the development of Academic Affairs component goals;
- Coordinate & review educational planning activities;
- Clearinghouse for unresolved academic matters;
- Reviews Academic Affairs Program and Resource Planning Process (PRPP) priorities

# Councils

- the highest level committees
- Institutional Planning Council (IPC)
  - Central coordinating body for planning District activities;
  - Creates, modifies and reviews the District's Vision and Mission Statements;
  - Reviews College Initiatives accomplishments;
  - Oversees improvement of the District's annual Program and Resource Planning Process (PRPP);
  - Aligns component administrators priorities in the District's PRPP with the District's Vision, Mission, Values and component goals.



## **The Governance Structure at SRJC – The Committee System – Procedure 2.5P**

- **Standing Committee (Section IIA)**
- **Council (Section IIB)**
- **President's Advisory Committees (PAC) (Section IIC)**
  1. **Created by and advisory to the Superintendent/  
President**
  2. **Superintendent/President determines longevity,  
membership, and meeting schedule**

# President's Advisory Committees

- Budget Advisory
- Faculty Staffing
- Institutional Technology Group
- Integrated Environmental Planning
- LGBTQ Advisory
- Student Support, Success and Equity

*Advisory in nature; membership determined by President*



# **Administration District Governance Standing Committees**

- [GOVERNANCE AND THE COMMITTEE SYSTEM](#)
- <https://bussharepoint.santarosa.edu/committees/default.aspx>

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## COMMITTEE CALENDAR

[Calendar Link](#)

## POLICIES AND PROCEDURES

[Policy 2.1, Development and Adoption of District Policies](#)

[Policy 2.5, Governance and the Committee System](#)

[Procedure 2.1P, Procedures for Developing And Revising District Policy And Procedures](#)

[Procedure 2.5P, Governance and the Committee System](#)

## ALL COMMITTEES

[For Rosters, Minutes, Agendas and other information, please click on the link of the individual committee](#)

[Board of Trustees Committees](#)

[Standing Committees](#)

[President's Advisory Committees](#)

[Citizens' Bond Oversight Committee](#)

## BEHIND THE SCENES - COMMITTEE SPOTLIGHT

### [Behind the Scenes: Committee Spotlight - SCHOLARSHIP COMMITTEE](#)



### [Scholarship Committee - Standing Committee](#)

Committee Members: Rachael Cutcher (chair), Dorothy Battenfield, Katie Parrish, Freyja Pereira, Hakeem Sanusi, Kate McClintock, Kris Shear, Jim Ryan, Jerry Thao, Linda Close, Kasia Fortunati, Galen George

### 2012-13

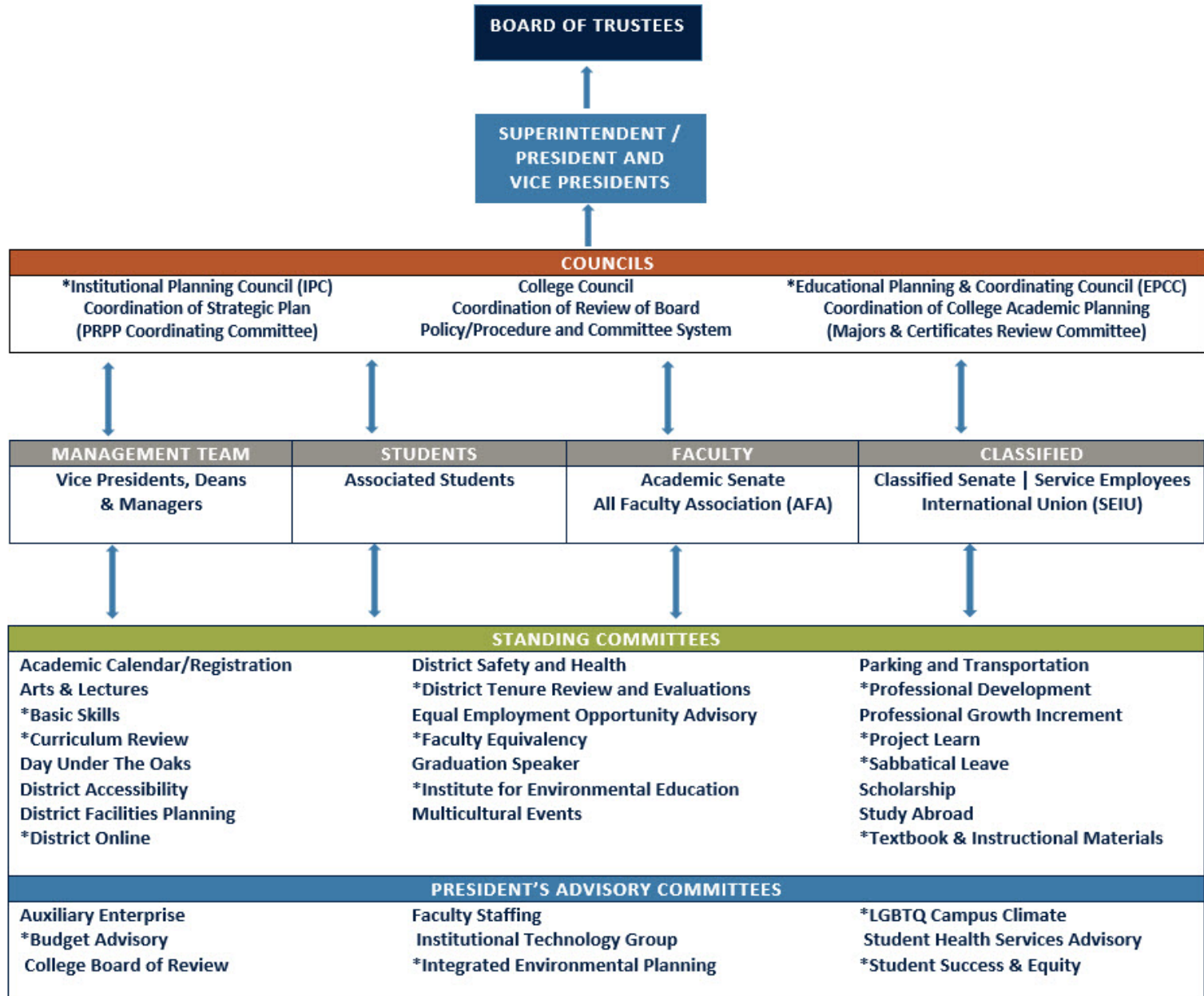
- Doyle Trust Distributions resumed Fall 2012 and Doyle Scholarship Program return Fall 2013 with the Class of 2013 being offered 721 Doyle Scholarships at - \$700 each.
- Anonymous \$6M endowed gift award program was developed.

### 2013-14

- Fall 2013 Doyle Scholarships were awarded, Doyle Fund balance was analyzed and 2014-15 Doyle Scholarship award level was increased to \$1000.
- The Class of 2014 was offered \$873,000 in Doyle Scholarships.
- Anonymous Gift programs launched with \$175,000 in awards to students (Teaching Fellowships, Foster Youth Incentive Awards and Transferring Scholarships).
- Chancellor's Office Management Information Systems data for 13-14 shows that the SRJC Scholarship Programs is #1 in all California community colleges with \$1,089,000 in Scholarship awards. We are the only school in the California Community College system with over \$1M in scholarship awards. (Our total does not include transferring scholarships as these do not get recognized through MIS because these students don't attend SRJC the year they receive their award...this would be another \$350,000+ in awards)



# Participatory Governance Organization Chart Santa Rosa Junior College



\*Academic Senate Consultation Committees



SANTA ROSA  
JUNIOR COLLEGE

*Building on a Legacy of Excellence*

## **SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICY MANUAL**

<http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies>

[Section 0: Bylaws of the Board of Trustees](#)

[Section 1: Philosophy, Mission, and Goals](#)

[Section 2: District Governance](#)

[Section 3: Academic Program](#)

[Section 4: Human Resources](#)

[Section 5: Finance](#)

[Section 6: Facilities Planning](#)

[Section 7: Community Relations](#)

[Section 8: Student Services](#)

# Policies

Faculty, staff and students participate in shared governance through: drafting and revising policies and procedures.

Policy 2.1 – Procedures for Developing Board Policies & Administrative Procedures

## SRJC Policy Manual

<http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies>

# Policy Manual – Area 2 & 4

## 2.6 Academic Senate

### 2.6.2 Academic Senate Professional Ethics Code

## 4.3.2/P Faculty Hiring

### 4.3.2b/P Equivalency of Faculty Qualifications

# **Policy Manual – Area 3**

## **Academic Program**

- 3.1 General Education
- 3.2 Degree & Certificate Programs
- 3.3 Community Education
- 3.6 Program Review
- 3.8 Academic Freedom
- 3.10 Grading
- 3.11 Academic Integrity
- 3.12 Curriculum Development
- 3.19 Textbooks

# **Policy Manual – Area 8**

## **Student Services**

### 8.1 Admissions and Enrollment

8.1.5 Attendance requirements

8.1.12 Student educational leaves

### 8.2 Student Rights & Responsibilities

8.2.2 Student complaints & grievances

8.2.8 Student Discipline



## **Academic Senate for California Community Colleges (ASCCC)**

- Advocates for Faculty interests statewide
- Events and Institutes
  - Area B Meeting (North Coast to Monterey)  
3 weeks before Plenary Sessions
  - Plenary Sessions – November and April
  - Leadership Institute – June
  - Curriculum Institute – July





Questions?