



**SANTA ROSA
JUNIOR COLLEGE**

COLLEGE COUNCIL MEETING

**MINUTES OF FEBRUARY 5, 2009
3:00 - 5:15 PM
DOYLE LIBRARY, ROOM #4401**

ATTENDING: Mary Kay Rudolph, Curt Groninga, Doug Roberts, Ricardo Navarrette, Warren Ruud, Barbara Croteau, Carol Hatrick, Molly Lynch, Jordan Burns, Ian Maurer

APPROVAL OF MINUTES

The minutes of the January 15th meeting were approved. The committee also unanimously approved the corrections to the November 6, 2008 minutes (addition of approval of Policy 7.9) and the corrections to the December 4, 2008 minutes (addition of approval of Policy 8.4.2, and Policy and Procedure 8.1.11 and 8.1.11P).

ANNOUNCEMENTS (homework is highlighted in bold)

No announcements were made.

REGULAR AGENDA

1. Email Best Practices – Barbara Croteau indicated that this document has already been posted on the Academic Senate Web site and has been shared with various constituent groups. The question arose whether it is necessary to post this elsewhere on the college's Web site. It might be redundant with what's already posted. **Curt Groninga and Barbara will report back to College Council with a final decision.**
2. Policy 3.26, Proposed Policy on Office Assignments – Mary Kay reviewed the proposed policy for the committee. It was unanimously approved to be **forwarded to the Board of Trustees for approval at the March Board meeting.**
3. Policy and Procedure 3.14.5 and 3.14.5P, Proposed Wait List Policy – Mary Kay and Barbara gave a general overview of the history and issues involved in the development of this policy. Mary Kay noted that it will be on the Academic Senate agenda again, and she recommended that, after the Academic Senate reviews, **the policy come back to College Council for the March meeting.**
4. Procedure 4.3.2P, Faculty Hiring – Mary Kay reviewed the revisions to the policy. The Category 2 revisions were unanimously **approved to be brought to the March Board for approval.**
5. The remaining policies that have been reviewed but not yet sent to the Board were reviewed. The component administrators provided updates on each of their sections. The following is a status update on the policies/procedures that are still being reviewed:
 - Section 3 – Academic Affairs
 - Policy and Procedure 3.6 and 3.6P – currently being revised as a Category 2 level revision. Revisions will be brought to the College Council meeting by May 2009
 - Procedure 3.14.1P – currently under review by AFA and Academic Senate. Expected back at College Council for review by the second March meeting.
 - Procedure 3.14.3P – Mary Kay agreed to review and assign to the Curriculum Dean for review.
 - Policy and Procedure 3.14.5 and 3.14.5P – Will be added to the CC pending list for future review.
 - Section 5 - Finance – Doug will review with Purchasing and bring revisions to College Council. **He will report progress on the items in this section at the next College Council meeting.**
 - Section 7 – Community Relations – **Doug will review with Terry Stewart and report progress at the next College Council meeting.**
 - Section 8 – Student Services
 - Policy and Procedure 8.1.16 and 8.1.16P – will be on the EPCC agenda in February. Freyja Pereira will present to College Council.

- Policy 8.2.9 – **Diane Traversi will present the revisions to this policy to Associated Students, and then will bring to College Council in March.**

6. Committee Best Practices – the committee recommended that the Committee Best Practices document in its final form be sent out by College Council twice a year to department chairs and appointees on all committees. **Carol will send the latest version of this document to the committees now, and will make sure that the document is on the college's Web site where the committee rosters are posted.**
7. Curt Groninga indicated he is now planning to retire in July 2009. He suggested that College Council review Policy and Procedure 6.8.6 and 6.8.6P – District Smoke Free Campus Environment and Policy and Procedure 7.12 and 7.12P, Parking and Traffic Regulations. Concerns have been raised by students and faculty about both these policies. **Barbara Croteau and Ian Maurer agreed to take leadership on reviewing these policies.**

CONSENT AGENDA

None.

FACULTY SENATE CONSULTATION AGENDA (Title 5 Mandated Senate/Board Materials)

None.

PENDING AGENDA ITEMS

1. Revisions to Policy and Procedure 3.6 and 3.6P - Approving, Revising or Phasing Out Instructional Programs – first seen 9/4/08
2. Procedure 3.14.3P – SRJC Instructional Facilities Scheduling and Planning – not yet seen
3. Alternative Summer Schedule and Summer 2011 Schedule – Abe Farkas
4. Policy 3.9.1, Course Syllabus – Barbara Croteau – first seen 12/4/08
5. Policy and Procedure 3.14.1 and 3.14.1P Instructional Days and Hours – Abe Farkas
6. Policy and Procedure 3.14.5 and 3.14.5P – Wait List Policy – first seen 2/5/09
7. Procedure 4.3.9P, Classified Hiring (with suggested corrections) – Sabrina Meyer
8. Procedure 8.2.9P, Student Educational Rights and Privacy – Ricardo Navarrette - first seen 1/15/09
9. Policy and Procedure 8.1.16 and 8.1.16P, Repetition of Courses – Ricardo Navarrette
10. Section 5 – Category 1 and 2: 5.8.2, 5.8.3 and 5.8.3P, 5.8.4 and 5.9.5A – Doug Roberts
11. Section 7 – Category 1 and 2: 7.6 and 7.6P, 7.8.1, 7.18 and 7.18P – Doug Roberts
12. Email Best Practices – report back to CC on 2/19/09
13. Review of Policy and Procedure 6.8.6 and 6.8.6P – District Smoke Free Campus Environment – Curt Groninga – first seen 2/5/09
14. Review of Policy and Procedure 7.12 and 7.12P, Parking and Traffic Regulations – Curt Groninga – first seen 2/5/09
15. Deleted or Renumbered Policies – Deleted: 8.2.5; Renumbered: 8.3.9 to 8.5.9, 4.11 to 7.4.2, 2.11 and 2.11P to 8.1.17 and 8.1.17P – review at end of spring semester

Meeting Dates Spring 2009 (all meetings are Thursdays from 3:15-5:15pm in Doyle Library, Room #4401):

February 19
 March 5 & 19
 April 2 & 16
 May 7 & 21

Committee Membership for 2008-09

Management: Mary Kay Rudolph, Curt Groninga, Ricardo Navarrette, Doug Roberts

Faculty: Warren Ruud, Barbara Croteau, Molly Lynch, Carol Hatrick

Classified: Alex Drake

Students: Jordan Burns