



**SANTA ROSA  
JUNIOR COLLEGE**  
**COLLEGE COUNCIL MEETING**

**MINUTES OF MARCH 6, 2008  
3:30 - 5:15 PM  
DOYLE LIBRARY, ROOM #4401**

---

**ATTENDING:** Carol Hatrick (chair), Mary Kay Rudolph, Ricardo Navarrette, Warren Ruud, Dianne Smith, Greg Granderson, Molly Lynch, Alex Drake

**ABSENT:** Ian Maurer, Kera Eubank

#### **APPROVAL OF MINUTES**

The minutes of the February 21<sup>st</sup> College Council meeting were unanimously approved.

#### **ANNOUNCEMENTS (homework is highlighted in bold)**

- 1. Distance Education Proctoring Procedures** – Ruth McMullen was unable to attend, so Ricardo Navarrette presented this proposed procedure. The EPCC Committee has already endorsed this procedure. Ricardo handed out a document outlining the process and associated costs. The proposed costs are \$35 per test (3 hours maximum) or \$80 per semester (no limit on number of tests). All testing would be done through the Assessment Center. Testing would be available on both campuses. College Council recommended that the procedure be re-written as a District policy and procedure. **It was suggested that Ruth contact Dianne Smith for guidance on standards for policies and procedures. It was further recommended that Ruth bring this proposal to the Academic Senate and to the Student Senate as soon as possible.** Once the policy and procedure have been revised, they can be brought back to College Council for further review.
- 2. The committee decided to cancel the March 20<sup>th</sup> meeting.**

#### **REGULAR AGENDA**

- 1. Policy Manual Update – Dianne Smith.** College Council recommended minor changes to Policy 2.5, Governance and the Committee System. In Section 3.E.3, add “and attendance” to “agendas and minutes”; after “Staff Development Center” add VPAA, Academic Senate President and AFA President. **Dianne Smith will make these changes and bring back to the April 3<sup>rd</sup> College Council meeting.** All other pending items should be put on the agenda for the April 3<sup>rd</sup> College Council meeting.
- 2. Committee Housekeeping – Carol Hatrick.** This agenda item will be brought back to the April 3<sup>rd</sup> meeting, along with a proposal on committee best practices.

#### **CONSENT AGENDA**

None.

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

- 1. Policy and Procedure 3.16 and 3.16P – Credit by Examination.** The proposed revisions were discussed. It was noted that, since this policy and procedure have already been approved by Academic Senate and have already been through College Council, no additional action is needed. The revisions will be brought forward to the April Board meeting.

#### **PENDING AGENDA ITEMS**

- 1. Policy 8.2.2 and Procedure 8.2.2P, Student Grievance – Robert Ethington** – last seen February 21, 2008

2. **Policy 3.22 and 3.22P, Field Trips – Jim Forkum** – last seen February 7, 2008
3. **Policy 2.5.1 (Diversity on District Committees), Policy and Procedure 2.7 and 2.7P (Discrimination and Complaint), Policy and Procedure 2.11 and 2.11P (Student Equity) - Charles Prickett** – last seen February 7, 2008

Meeting Dates Spring Semester 2008 (all meetings in Doyle Library, Room #4401):

April 3 & 17

May 1 & 15

Committee Membership for 2007-08

Management: Mary Kay Rudolph, Curt Groninga, Ricardo Navarrette

Faculty: Warren Ruud, Greg Granderson, Molly Lynch, Carol Hatrick

Classified: Alex Drake

Students: Nicole Caughell, Kera Eubank