



**SANTA ROSA  
JUNIOR COLLEGE**

## **COLLEGE COUNCIL MEETING**

**MINUTES OF APRIL 17, 2008  
3:00 - 5:15 PM  
DOYLE LIBRARY, ROOM #4401**

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**ATTENDING:** Mary Kay Rudolph, Ricardo Navarrette, Doug Roberts, Carol Hatrick (chair), Warren Ruud, Dianne Smith for Greg Granderson, Molly Lynch, Alex Drake, Nicole Caughell and student guest Magali Limeta

**ABSENT:** Kera Eubank, Curt Groninga

### **APPROVAL OF MINUTES**

The minutes of the April 3, 2008 College Council meeting were unanimously approved with the resounding sound of one person clapping.

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

Nicole Caughell introduced a member of student government, Magali Limeta, as a visitor to the meeting.

### **REGULAR AGENDA**

1. **Policy and Procedure 8.2.2 and 8.2.2P - Student Grievance.** Robert Ethington. Robert is still in the process of researching the responses to the legal questions posed at the last College Council meeting, so this item will return to the May 1 College Council meeting.
2. **Committee “Best Practices”** – Carol Hatrick. Carol presented a draft of a document to be shared with all Standing and Presidential Committees regarding best practices. College Council made several suggestions for changes. Carol will email the corrections to College Council members and they should begin the process of taking the information to their constituent groups. Constituent group input will be on the agenda for the May 1 College Council meeting.
3. **Policy Manual Update** – Dianne Smith. The following policy updates were presented to the committee:
  - Chapter 2 – clerical changes only – grid endorsed to be forwarded to the Board of Trustees for approval.
  - Chapter 8 – Policy and Procedure 8.1.14 and 8.1.14P (Pre-Collegiate Skills Unit Limitation), Policies 8.2.8 (Student Discipline), 8.3.9 (Housing), 8.5.1 (Student Government), Policy and Procedure 8.5.2 and 8.5.2P (Student Clubs, Organizations or Ad Hoc Groups) – grid endorsed to be forwarded to the Board of Trustees for approval.
  - Chapter 3 – Policies 3.3 (Community Education), 3.8 (Academic Freedom), 3.14.4 (Minimum Class Size) and 3.21 (Classroom Coverage) had no changes and can be forwarded to the Board of Trustees for approval. Policy and Procedure 3.2.1 and 3.2.1P (Major Requirements of the Associate Degree) had clerical changes only and can be forwarded on to the Board for approval.
  - The following policies/procedures had additional revisions that will need to be brought back to the College Council meeting on May 1<sup>st</sup> for endorsement:
    - Policy 3.1P (Procedures for Approving General Education Courses at SRJC) – requires clerical changes and inclusion of English 1A as a requirement for the Associate degree. The students present as well as Molly Lynch gave their input regarding the last sentence of the policy: do we need to do an assessment evaluation if we don't have such a thing available? This policy will go back to Abe Farkas for further clarification.
    - Policy 3.2 (Degree and Certificate Programs) – requires further changes to the Title V mandates

- o Policy 3.14.2 (Class Schedule) – requires further changes to offer options other than mailing hard copy only of class schedule.

## **CONSENT AGENDA**

None.

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

1. **Policy 2.5.1, Gender/Ethnic Balance on District Committees, Policy 2.7 and Procedure 2.7P, Discrimination and Complaint, Policy and Procedure 2.11, Student Equity** – Mary Kay Rudolph. College Council reaffirmed their endorsement of these policies and procedures, which were endorsed by the Academic Senate with one recommended clerical change. These policies and procedures can now be forwarded to the Board of Trustees for approval.
2. **Policy and Procedure 8.3.10 and 8.3.10P, Distance Education Proctoring** – Ricardo Navarrette. College Council reaffirmed their endorsement of this policy and procedure, which was endorsed by the Academic Senate prior to this College Council meeting. The policy and procedure can now be brought forward to the Board of Trustees for approval.

## **PENDING AGENDA ITEMS**

1. Policy and Procedure 8.3.4 and 8.3.4P – Assessment - Ruth McMullen
2. Policy and Procedure 8.4 and 8.4P – Student Health Services - Susan Quinn
3. Policy and Procedure 8.6 and 8.6P – Matriculation – Ruth McMullen
4. Procedure 3.1P - Procedures for Approving General Education Courses at SRJC – Abe Farkas
5. Policy 3.2 - Degree and Certificate Programs – Abe Farkas
6. Policy 3.14.2 - Class Schedule – Abe Farkas

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

May 1 & 15

### Committee Membership for 2007-08

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

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

Classified: Alex Drake

Students: Nicole Caughell, Kera Eubank