



**SANTA ROSA
JUNIOR COLLEGE**

COLLEGE COUNCIL MEETING

**MINUTES OF APRIL 2, 2009
3:15 - 5:00 PM
DOYLE LIBRARY, ROOM #4228**

ATTENDING: Curt Groninga, Doug Roberts, Ricardo Navarrette, Warren Ruud, Barbara Croteau, Carol Hatrick, Molly Lynch, Jordan Burns, Magali Limeta plus guests Abe Farkas, Victor Cummings and Freyja Pereira

APPROVAL OF MINUTES

The minutes of the March 19th meeting were approved.

ANNOUNCEMENTS (homework is highlighted in bold)

1. Warren Ruud presented the Memorandum of Understanding regarding SRJC Email Network for Official Communications. Although the process was endorsed, a concern was raised regarding the system's ability to handle the increased volume and that new protocol needs to be developed to assure all faculty participate in the official email communication process.

REGULAR AGENDA

1. Basic Skills Committee – Victor Cummings presented information on this new committee. There was unanimous approval to add this committee to the list of Standing and Academic Senate Consultation committees. **Carol will ask Fran Golden to add the committee to the list of committees contained in Policy 2.5 and place the committee meeting date on the master calendar. It will also be brought to the Board of Trustees for approval at the June Board meeting.**
2. Revisions to Policy 3.2 – Degree and Certificate Programs (Category 3) – Abe Farkas. Abe presented the proposed revisions to this policy. The committee suggested only minor editing changes. It was unanimously approved to be **forwarded to the Board of Trustees for approval at the May Board meeting.**
3. Procedure 7.8.1P – Fund Raising – Doug Roberts. Doug presented follow-up information on the code reference to this procedure. The procedure was approved to be forwarded to the Board during the March 19th College Council meeting.
4. Revisions to Policy 4.3.2 – Faculty Hiring (Category 2) – The revised policy was approved to be **forwarded to the Board of Trustees for approval at the May Board meeting.**
5. New Policy and Procedure 3.14.5 and 3.14.5P – Class Wait Lists, and Revisions to Policy 8.1.5 – Attendance Requirements – Freyja Pereira and Ricardo Navarrette. Discussion included concerns for how to make the order in which students would be accepted from the wait list more clearly understood for faculty and students. Some editing was suggested. **This item will be brought back after Student Senate is consulted.**
6. Deleted or Renumbered Policies – the committee unanimously approved the deletion of Policy 8.2.5. Policy 4.14b and Procedure 4.14bP were on the agenda to be deleted; however, members were unclear about the reason. **Carol will contact Sabrina Meyer to inquire about the deletion of this policy and procedure.** There was some discussion regarding the deletion of Policy 8.3.9 (Housing). **Carol will check with Ricardo regarding the background on this.** The committee unanimously approved the renumbering of the following policies and procedures: 4.11.5 to 7.4.2, 4.11.5a to 6.8.8, 2.11 and 2.11P to 8.1.17 and 8.1.17P.
7. Progress on pending items was reviewed by all.

CONSENT AGENDA

None.

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

None.

PENDING AGENDA ITEMS

Spring 2009

1. Revisions to Procedure 3.14.3P – SRJC Instructional Facilities Scheduling and Planning – Abe Farkas – **possibly ready this semester**
2. Proposed New Policy 3.9.1, Course Syllabus – Barbara Croteau – first seen 12/4/08 – **possibly ready this semester**
3. Proposed New Policy and Procedure 3.14.5 and 3.14.5P – Wait List Policy – **Expected April 16, 2009**
4. Deletion of Policies and Procedures – Deletion of Policy 8.3.9 (Housing) and 4.14b and 4.14bP (Employee Conflict and Crisis Intervention) to be reviewed - **Expected April 16, 2009**
5. Revisions to Procedure 4.3.9P, Classified Hiring (with suggested corrections) – Sabrina Meyer
6. Revisions to Policy and Procedure 8.1.16 and 8.1.16P, Repetition of Courses – Ricardo Navarrette
7. Email Best Practices – report back to CC on 3/5/09 – **Expected April 16, 2009**
8. Review of Policy and Procedure 6.8.6 and 6.8.6P – District Smoke Free Campus Environment – Doug Roberts – first seen 2/5/09 – **possibly ready this semester**
9. Review of Policy and Procedure 7.12 and 7.12P, Parking and Traffic Regulations – Curt Groninga – first seen 2/5/09 – **possibly ready this semester**
10. Proposed New Policy on District Employees not driving students in their own cars – first seen 2/19/09 – Doug Roberts – **possibly ready this semester**
11. Possible Bicycle fees, locks, stickers, etc. – first seen 3/19/09 – Doug Roberts
12. New Policy and Procedure 3.14.5 and 3.14.5P – Class Wait Lists, and Revisions to Policy 8.1.5 – Attendance Requirements – Freyja Pereira and Ricardo Navarrette – last seen April 2, 2009
13. Integrated Environmental Planning Committee proposal – Curt Groninga – **Expected April 16, 2009**

Fall 2009

1. Revisions to Policy and Procedure 3.6 and 3.6P - Approving, Revising or Phasing Out Instructional Programs – first seen 9/4/08 – Abe Farkas
2. Alternative Summer Schedule and Summer 2011 Schedule – Abe Farkas
3. Revisions to Procedure 8.2.9P, Student Educational Rights and Privacy – Ricardo Navarrette - first seen 1/15/09

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

April 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, Ian Maurer, Magali Limeta