



**SANTA ROSA  
JUNIOR COLLEGE**

## **COLLEGE COUNCIL MEETING**

**MINUTES OF MAY 1, 2008  
3:00 - 5:15 PM  
DOYLE LIBRARY, ROOM #4401**

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**ATTENDING:** Mary Kay Rudolph, Curt Groninga, Ricardo Navarrette, Doug Roberts, Molly Lynch (acting as chair), Dianne Smith for Carol Hatrick, Alex Drake, Jude Rowe for Nicole Caughell plus guests Robert Ethington, Ruth McMullen and Abe Farkas.

**ABSENT:** Warren Ruud, Greg Granderson, Carol Hatrick, Nicole Caughell, Kera Eubank

### **APPROVAL OF MINUTES**

The minutes of the April 17, 2008 College Council meeting were unanimously approved with subdued approval.

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

Mary Kay gave the committee updates on the accreditation process and on faculty hiring for 2008-09.

### **REGULAR AGENDA**

- 1. Policy and Procedure 8.2.2 and 8.2.2P - Student Grievance.** Robert Ethington. This policy has already been endorsed and forwarded to the Board of Trustees for approval, so the committee only reviewed the procedure. Robert researched and received legal opinions on Section 8H, and regarding the number of years to keep records (should be kept for four years). The committee also requested that he add the definition of student "complaint". The committee unanimously endorsed the procedure with these corrections and forwarded to the June Board meeting for approval.
- 2. Committee Best Practices** – the committee unanimously endorsed the Committee Best Practices document and asked that Mary Kay share it with the entire college community. This document should also be sent to all Standing and Presidential committee members each semester, as well as to Academic Senate, AFA, components, and the President's office. This document will also be used as supporting evidence for Standard 4 in the accreditation process.
- 3. Policy Manual Update** – Dianne Smith. The following policy updates were presented to the committee:
  - Procedure 3.1P (Procedures for Approving General Education Courses at SRJC) – Abe Farkas – College Council endorsed to be forwarded to the June Board of Trustees meeting.
  - Policy 3.2 (Degree and Certificate Programs) – Abe Farkas – College Council endorsed to be forwarded to the June Board of Trustees meeting.
  - Policy 3.14.2 (Class Schedule) – Abe Farkas – College Council endorsed to be forwarded to the June Board of Trustees meeting.
  - Chapter 8 – Dianne Smith presented clerical changes only.
  - Procedure 8.3.4P (Assessment) – Ruth McMullen – Ruth explained the proposed changes to the procedure. The discussion centered on the 5 day turnaround for challenges and the pros and cons. Ruth was given the feedback to possibly change the title to reflect challenges, equivalency and prerequisites. She will be taking the proposal around to Academic Senate and EPCC and will bring this procedure back to College Council on May 15<sup>th</sup> for final review.
  - Procedure 8.6P (Matriculation) – Ruth McMullen – Ruth was directed to add Ed Code citations to the procedure, and made clerical changes and Title V updates. This procedure will go to the June Board of Trustees meeting for approval.
  - Procedure 8.4P – Student Health Services – Susan Quinn – Susan did not attend the meeting and College Council had no hard copy of the procedure to review. Susan will be invited to the May 15<sup>th</sup> College Council meeting to present the proposed changes to this procedure.

## **CONSENT AGENDA**

None.

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

## **PENDING AGENDA ITEMS**

1. Procedure 8.3.4P, Assessment – Ruth McMullen - first seen on May 1, 2008
2. Procedure 8.4P – Student Health Services – Susan Quinn

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

May 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