



# INSTRUCTIONAL NOTES

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## NOTES FROM THE VICE PRESIDENT - Dr. Mary Kay Rudolph

Dear College Community,

As the end of the semester fast approaches, we look back on our efforts to stem the tide of enrollment decline that we have suffered for the last four semesters. Fall 2005 saw the faculty, Academic Affairs and Student Services teams working together diligently to come up with new ideas, new ways of presenting our course offerings, and new ways of reaching potential and returning students. The figures for Fall 2005 appear to show that our efforts are slowly working, resulting in a small but vitally important gain in students over the previous year. Spring 2006 enrollments were initially up over the 2005 numbers, but at present seem to have settled into a break-even situation at best. The Enrollment Enhancement Forum co-sponsored by Academic Affairs, AFA and the Faculty Senate brought out a much larger than expected number of concerned faculty, staff and administrators who had some wonderful ideas. (The minutes for that session will be released by the end of this month). And just when we were all exhausted but feeling we had met the issues head on, the construction of Interstate 101 was scheduled.

Over the next few months we will, once again, have to pull together to see how we can meet this new challenge. The impact of lane closures, time in traffic, and difficulty in getting to the Santa Rosa campus will affect our students and staff alike. The primary focus of our efforts needs to be in finding ways to serve the same number or more students, while minimizing the number of those same students fighting to get to campus at the most traditional times. On the academic side, we are blessed that the initial discussions around enrollment and retention begun this year have utility for this issue as well. As we plan for the next three years of construction impact, here are some of the creative ways you are already working to keep the District healthy in your Fall 2006 schedules:

- Increased on-line course offerings
- Increased Friday and Saturday offerings
- Weekend College Program
- Use of interactive or live video for distance delivery between sites
- Late start classes
- Increased class offerings in Petaluma, Windsor and off-site locations
- Flexible scheduling

I want to thank all of you for your willingness to pitch in and create solutions for the short and long term health of Santa Rosa Junior College.

**Mary Kay Rudolph**



## **Piner High School/SRJC Early College Magnet Program**

During the past year, Santa Rosa City Schools and SRJC faculty and administrators have been exploring the feasibility of starting a specialized early college magnet program at Piner High School. This partnership between SRJC and Piner will permit qualified students in grades 9-12 to access the curriculum and services of the college and by so doing earn their high school diploma and simultaneously complete the equivalent of one year of college. The intention is to begin this program in Fall 2006.

Students will apply for acceptance into the program in the 8<sup>th</sup> grade through a written application and interview process. The final selection will be based on the student's grades, essay, letters of reference, and potential for success in college. The size of the group selected will be limited to 100 students per grade level during the initial years of the program.

During the freshman and sophomore years at Piner, the students will be provided with special counseling services from both the high school and SRJC. A coordinator will be employed at Piner to assist the students and each student will have a personalized 4-year education plan. Students will be enrolled in customized counseling courses taught by SRJC faculty on the Piner campus and will also enroll in a transfer level college course during the spring semester of the sophomore year. Piner students will also be taking high school courses that will prepare them for enrollment in college level courses in their junior and senior years.

During the junior and senior years, students will attend Piner High for four periods per day and enroll in SRJC classes on the Santa Rosa campus for a minimum of six units per semester. The college courses selected will coincide with the student's individual educational plan and lead to a certificate, associate degree or transfer to a university. The expectation is that students will have completed 30 units of college coursework by the time they graduate from Piner High.

SRJC will cover the cost of textbooks, course fees, enrollment and any other fees associated with enrollment in college courses. Cost estimate for books/fees are currently being developed, in addition to identifying potential sources of funding. Additionally, the college will be assigning Student Services staff support to the program and providing office and meeting space for students and staff. The high school will also be supporting the program by providing bus transportation to the college, staff for the counseling and coordination of the program, and conducting a countywide marketing and outreach program.



## SRJC EDI Spring Forum

### A Chance to Chat

"A good chance to chat." That's how SRJC instructors have defined the appeal of SRJC Economic Development Institute faculty forums: "A nice opportunity to talk with faculty from other disciplines."

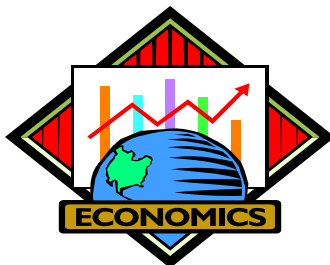
Now, low-key chatting may not rate highly on a scale of most desired outcomes for a meeting, but these forums **do** provide a great opportunity to reconnect with friends working in other disciplines and to explore varied solutions to large problems. Between chats, participants discuss ways to adapt college curriculum and programs to the changing demographics and economy of Sonoma County.

In four previous forums, the Economic Development Institute has concentrated on defining the nature of the changes we see around us, from the new types of jobs—and salaries—our students are finding to the increasing number of older citizens and Latinos on our campus and in our communities.

After four previous semesters of analysis, it's time for action. The EDI Spring Forum '06 will feature tools for dealing with change. BOT instructor Peg Saragina will outline an interesting, utilitarian method that encourages students to create standards and evaluate performance in her courses. Other forum topics include the teaching of innovation in an English class, conducting a survey of necessary skills with reluctant industry participants, and analysis of recent data to assess the current state of the economy.

**Spring Forum '06**  
**Friday, April 7, 2006 8 am – 1 pm**  
**Free lunch and PDA credit!**

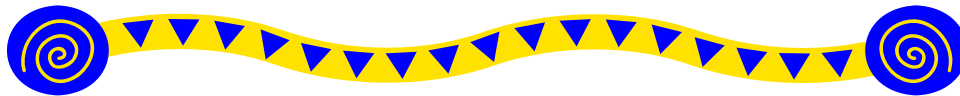
*Please contact Chuck Robbins for more information and to reserve: 527-4498*





## Non-Credit ESL Program Bounds Ahead!

Since 2004, the Non-Credit ESL Program, headed by Marti Estrin, has been receiving Federal Workforce Investment grants which totaled \$190,000 for 2005-2006. Providing English Language, Civics and Family Literacy instruction, the new funds have allowed the program to serve 6,388 students (duplicated head count), largely in southwest Santa Rosa, in the last year for which data are available. More striking is the fact that, due to instructional improvements, 25% of non-credit students now move on to take credit classes and constitute 35% of the credit ESL program. Many thanks to Marti and her dedicated staff.



## Replacing Stolen Equipment

Recently the College experienced some classroom thefts of computer and media equipment. The common question that follows such an event relates to whether we can automatically replace this equipment using the college's insurance policy. The simple answer is to this question is "No".

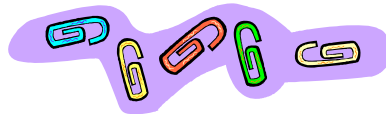
The College is currently covered through a "self-insurance" policy with a minimum deductible of \$100,000. The replacement value of this equipment is well below our minimum deductible. What should a Department Chair/Program Manager do when this occurs? Assuming you have already contacted Campus Police, you need to work directly with your Dean or Supervising Administrator and write up a request for replacement to be forwarded to Will Baty, Dean of Learning Resources and Educational Technology. Will will work directly with Mary Kay Rudolph, VP of Academic Affairs, who will decide the appropriate course of action.

If you have further questions about this issue or what to do, please contact **Will Baty, Dean of Learning Resources & Educational Technology, at 527-4392.**



## Midterm Rosters

Midterm Rosters were distributed to faculty on March 2, 2006, and are due back to A&R **by March 15**. Please use this as another opportunity to drop all no-show students.



## Student Phone Numbers

As a reminder, faculty **do** have access to their current students' phone numbers. Please go to the Santa Rosa Junior College Lookup Menu at [www.santarosa.edu/lookup](http://www.santarosa.edu/lookup) and follow instructions:

- User name -- LOOKUP (case sensitive),
- Password -- TRING (case sensitive).
- Under **Enrollment Information**, click on **Class Roster**
- Enter section number, and click appropriate semester
- Select box next to Phone Number, and select any other desired options
- Click **Submit Request** button

An up-to-date Class Roster Lookup screen will appear listing your current section enrollment with student names and phone numbers which may be printed out for your use. **Please keep this information confidential and use for school purposes only.**





## END-OF-SEMESTER REQUIREMENTS

### Grades Turned in Late Adversely Affect Students

Late grades can cause major disruptions in the lives of students. Spring grades are especially important to students planning to transfer or graduate. If their spring records are incomplete, their eligibility for scholarships, financial aid or intercollegiate sports could be affected.

**All final grades must arrive in Admissions & Records by 5pm, May 31, 2006.** Please use a dark #2 pencil to fill in the Final Grade Report, and sign the Official Roster in ink. Final Grade Reports and Official Rosters must be turned in together. If you did not receive an Official Roster, contact Admissions & Records at 527-4780 before turning in grades so we can order a replacement for you.

**PLEASE SUBMIT GRADES IN PERSON** to the Santa Rosa or Petaluma Admissions & Records Office, **May 19-26 and May 30-31, from 8am-5pm. We will also accept grades on Saturday, May 27 from 8:30am to 12:30pm at the Santa Rosa campus.** Grades may also be submitted through **INTERCAMPUS MAIL.**

Additionally, if you are unable to submit grades by one of the two preferred options stated above, you may send your grades by U.S. mail. However, you will be responsible for providing an envelope and postage, and ensuring that your grades arrive by the deadline. **Please make copies before mailing your grades.**

Thanks for your cooperation last fall, and your continued cooperation this spring.

### Finals Required for Semester Length Courses

College policy requires the instructor to have "an examination, project, or review activity" at the end of all full semester and summer session courses. (Short course finals, which are optional, are to be offered during the last class session of the course.) An instructor shall be allowed to deviate from the published final schedule only if the change will not create a final schedule conflict or other hardship on students. Any such change requires **prior** approval of the department chair and supervising administrator, and must be communicated to students immediately. The intent here is that deviations from the schedule should be rare and granted only for exceptional circumstances.

### FACULTY ATTENDANCE AT SRJC GRADUATION

This is a reminder that it is a **requirement** for all regular faculty and temporary faculty (those filling replacement positions for regular faculty) to attend graduation ceremonies on **Saturday, May 27, 2006.** Adjunct faculty are encouraged to attend, but it is not required.

**If you wish to be excused from attendance, prior approval is required from the President.**