



INSTRUCTIONAL NOTES

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NOTES FROM THE VICE PRESIDENT - Dr. Mary Kay Rudolph

Dear Colleagues:

Welcome to the final volume of Instructional Notes for the 2008-2009 academic year. This has been a challenging and busy year which has included the culmination of three years of work and planning for our accreditation team visit. Gary Allen shares the tentative results of that visit with you in our first article, although we have yet to receive the "advance copy" for correction of errors of fact that comes to the College before the June Accrediting Commission hearing. This issue also includes some reminders about graduation and grades, information on the new roster submission process, the latest on Staff Development, Student Learning Outcomes and Basic Skills, and some tips for best practices in syllabus development.

Thank you all for the hard work and dedication you continue to exemplify every day here at SRJC. And, my special thanks to all of you who have extended your sympathy, offered your prayers, and helped to console me after the death of my mother. SRJC truly is the most caring place in which I have ever worked. I am honored and proud to be a member of this community.

Mary Kay

Mary Kay Rudolph, Vice President of Academic Affairs



Accreditation Update

By Gary Allen

After an exhaustive accreditation self-study process, the visiting team addressed an audience of faculty and staff in Newman Auditorium on March 4, 2009 at 12:30 PM. What follows is a copy of a report given to the Academic Senate on that same afternoon.

At this point, we still have heard nothing from the team about the final results of their report. A copy of the visiting team's draft will be sent to SRJC, and Dr. Agrella will have the opportunity to review it for factual errors. It will then be sent on to the Accrediting Commission for Community and Junior Colleges (ACCJC) for its final editing and approval. We expect to hear the official results of our accreditation in June after the Commission's meeting.

I would like to say a final thank you to the many, many people who worked so hard on producing the finished report—faculty, administrators, and classified staff. Although it was a long and arduous journey, I learned so much about SRJC and gained an even greater appreciation for the quality of people working at this institution.

Report to Academic Senate on Accreditation Visiting Team Exit Interview March 4, 2009

The team addressed an audience in Newman Auditorium at 12:30 PM and divided their report into the three basic areas outlined below. Their comments are preliminary and will be written into a report submitted to ACCJC, which has final say over any content, including recommendations.

1. Commendations

The commendations were many. The team highlighted the following areas:

- a. Outstanding facilities
- b. Board dedication and Presidential leadership
- c. Effort to treat all sites equally in the one college/several sites philosophy
- d. Effort to link budget and planning in PRPP
- e. Rich cultural experiences for students, including first year experience

- f. Outstanding curricula, including extensive on-line offerings
- g. Project LEARN and its effort to deal with SLOs
- h. Breadth of staff development
- i. Faculty, staff, and student commitment to the institution

2. Responses to previous recommendations

The team feels we have satisfactorily addressed two of the three recommendations: 1) attempt to hire a diverse faculty and staff and 2) linking planning and budget. However, we have not satisfactorily addressed recommendation number three, completing evaluations (see table below).

SRJC Faculty, Adjunct Faculty, Management, and Classified Evaluations 2005/06, 2006/07 and 2007/08

	2005/06		2006/07		2007/08	
	Total Due for Evaluation	% Evaluated	Total Due for Evaluation	% Evaluated	Total Due for Evaluation	% Evaluated
Faculty	105	74%	86	81%	78	83%
Adjunct Faculty	276	47%	320	52%	403	67%
Management	82	80%	82	94%	84	100%
Classified	384	74%	386	94%	393	98%

Note: Data on faculty provided by Academic Affairs. Data on management and classified provided by Human Resources.

3. Areas for Improvement

Standard I: Institutional Mission and Effectiveness

- Need to go beyond data collection and surveys. Need to use results more to inform assessment and allocation of resources.

Standard II: Student Learning Programs and Services

- Need to complete SLO assessment projects.

Standard III: Resources

- Mentioned adopting a "Total Cost of Ownership" approach to assure that there is sufficient financial and personnel resources (both academic and non-academic) to staff programs and structures.

Standard IV: Leadership and Governance

- Need to evaluate the governance structure and clarify roles in the decision making process. Explore why there is lack of participation in certain governance areas.



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 SRJC graduation ceremonies on **Saturday, May 23, 2009**. Adjunct faculty are encouraged to attend, but it is not required.

If you wish to be excused from attendance, prior approval is required from Dr. Robert Agrella, Superintendent/President, SRJC.



GRADES TURNED IN LATE ADVERSELY AFFECT STUDENTS

Spring 2009 Semester Grades & Hours Are Due May 28, 2009

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.

- Grades and hours must be submitted online via the Faculty Portal.
- ***Hardcopy rosters are no longer submitted to the Admissions and Records Office.***
- Faculty are required to securely and confidentially retain their grade rosters for a period of ***at least two years.***
- The Faculty Portal can be accessed at the SRJC homepage at www.santarosa.edu, and click on the Faculty Portal login button.
- Computers for faculty use are available in the Admissions & Records Offices at both the Santa Rosa and Petaluma campuses. Roster staff will be available to assist faculty.
- Once logged in, click on the "Manage Rosters" link and then select Spring 2009.
- At the Manage Rosters page, click on the "Final Grades/Hours" link. This link becomes active (blue) on the last scheduled day for that course.
- Please remember that the link will not become active if the "Certify Census Roster" is still active. In this case, you will need to certify your census roster first and then the final grades and hours link will activate.
- Positive hour courses require ***both grades and hours*** to be entered for each student. The hours field will only appear for positive hour classes. Census courses will only have the grade field.

- All students must have a grade selected in order to submit the roster. ***Students cannot be dropped via the final roster.***
- ***PLEASE SAVE YOUR GRADES AND/OR HOURS DATA EVERY 15 MINUTES. FAILURE TO DO SO WILL RESULT IN THE LOSS OF YOUR DATA.***
- After all grades and/or hours are entered for each student listed, click the “submit” button. Note: Clicking the “save” button does not submit the grades— ***please remember to click the “submit” button*** if you have previously saved your data.
- ***Once grades are submitted, faculty cannot change the grade online.*** Faculty must contact A&R staff in order to complete a change of grade.
- ***For student confidentiality,*** please do not post grade rosters outside your classrooms. Notify students that their grades will be available to them in their student portals as soon as you submit your grades online.

For assistance using the Faculty Portal, please contact the Rosters staff in Admissions and Records at (707) 522-2788 or 521-7813, or Freyja Pereira, Director of Academic Records at 527-4512 fpereira@santarosa.edu





STAFF DEVELOPMENT NEWS

Save the Date!

The Fall 2009 Professional Development Activity (PDA) Day is ***Friday, August 14, 2009!*** A full complement of professional development workshops is lined up for PDA Day.

Attendance Reminders

Regular Faculty members have required attendance. There will be no make up for activities missed. If you are absent, a Notice of Absence (NOA) Form must be filed with the Human Resources Department. Adjunct faculty members are welcome and encouraged to attend the August 14, 2009 Institutional Day but attendance is not mandatory. All faculty members are required to sign the roster for the General Session and all workshops in addition to submitting verification forms for PDA Day. Please mark your calendars now to attend.

Other Staff Development Dates and Deadlines

Flex Statements

A Flex Account Statement was distributed to each faculty member with a flex obligation for the spring semester on or about the week of March 16. You will not receive a statement if you do not have a flex obligation. If you did not receive a statement and think you should have, you may print your own by going to www.santarosa.edu/flex. Log in using your Outlook user name and password. Don't forget to "Check Your Flex" on a regular basis.

Flex Program Deadlines

The Flex Program has a spring deadline of May 1. Adjunct faculty must complete all flex activities and submit all Verification Forms by May 1. Regular faculty must submit Verification Forms by May 1 for all activities completed by this date. However, regular faculty may still complete flex activities after May 1 through June 30, but only if an "Intent to Complete a Pre-approved Activity" form is submitted by May 1. Don't forget that all flex activities must be proposed and approved in advance.

- All Verification Forms, Notice of Absence Forms and Intent to Complete forms are due to be received in the Resource Center for Staff Development ***on or before 5pm on May 1.*** Faculty who fail to fulfill their obligation will be docked pay and have their STRS retirement credit affected. Please plan ahead if an NOA will be submitted. Routing this form for signatures and through the Human Resources office

takes a considerable length of time....send a photocopy of your NOA to the Resource Center before you send the original to HR. Please do your part to stay off the dock list by adhering to the May 1 deadline!

Professional Development Opportunities

For last minute professional development opportunities posted on the Menu of Activities, go to http://www.santarosa.edu/src/s_2009_flex_activi.html

Recent Staff Development Accolades

- At the February 10, 2009 Board of Trustees Meeting, Academic Senate President Barbara Croteau made the following comments: *"The past several years, the quality and quantity of workshops have increased including an expanded presence of workshops in Petaluma and those being videoconferenced to Petaluma. I wanted to take this time to recognize the work of the Professional Development Committee and Michelle Booher-Poggi as Coordinator of the Resource Center. In addition, the Faculty Development Coordinators have really worked to improve the workshop offerings and in developing technology to track faculty mandated and flex hours for professional development of faculty. The current Faculty Development Coordinators are Scott Rosen for the Santa Rosa campus and Barbara McClure for the Petaluma campus. I would like to thank and commend them along with the whole Professional Development Committee for their commitment to providing workshops on important and timely topics."*
- As part of the Accreditation Visiting Team Exit Interview – ***Breadth of Staff Development*** was listed as one of the top nine commendations.
- The Academic Senate selected Michelle Poggi, Resource Center Coordinator, to receive the ***Academic Senate's Outstanding Classified Staff Award for 2009.***

A Note of Thanks

Thank you to the many, many faculty and staff who have contributed to the variety and quality of the staff development workshops offered on PDA Day, through the Menu of Activities, or as group activities for specific departments. Sharing of your expertise on subject matter of interest and benefit to the SRJC community makes a huge impact on the offerings made available to our colleagues. Your participation truly makes **SRJC: A Learning-Centered Community!**

Contact us

Get in touch with us if you have any questions:

Barbara McClure, Staff Development Coordinator - Petaluma Campus
bmclure@santarosa.edu
(707) 778-3655

Scott Rosen, Staff Development Coordinator - Santa Rosa Campus
srosen@santarosa.edu
(707) 778-3967

Michelle Poggi, Resource Center Coordinator
mbooyer-poggi@santarosa.edu
(707) 522-2602





APPROVAL OF NEW BASIC SKILLS STANDING AND SENATE CONSULTATION COMMITTEE IMMINENT

With the expected Board of Trustees approval of the new Basic Skills Standing and Senate Consultation Committee, the District is formalizing its commitment to the success of the many basic skills students at SRJC. Since about half of entering students place into at least one Basic Skills (Developmental Ed.) course and about half also do not persist through their second year, Board approval of this committee is more than appropriate. As you plan your college service for the 2009-2010 academic year, please consider joining the Basic Skills Committee to get involved with this effort that really must be a cross-curricular endeavor if we hope to achieve the success we desire.

Despite reductions in state funding, the Basic Skills Steering Committee is moving ahead and determining priorities for recommending allocation of the \$200,000 that SRJC will receive for next year. While the cut is forcing us to assure that the funding is definitely helping Basic Skills students first and foremost, we are continuing to explore new strategies to serve basic skills students in Career & Technical Programs (CTE) and in transfer classes. New ideas and new faces are always welcome.

Statewide, an ambitious schedule of two-day mini-conferences called "regional meetings" has been planned at community college campuses throughout the state. Registration for special-topic meetings in April and May focusing on non-credit and CTE program development is now open in the Bay Area and Sacramento as well as in Southern California. If you are interested in these state-funded opportunities, to collaborate with colleagues from other area community colleges, get additional information on the BSI website at <http://www.cccbsi.org/regional-meetings>.





SRJC CLASSROOM PREPAREDNESS TIPS (Cut and paste into your syllabus if desired)

- ✓ **Evacuation/Fire Alarm Sounding**
Audible alarm means exit the building. Lead class to your pre-designated area and take roll.
Tip – Pre-determine who will provide assistance to anyone with special needs
- ✓ **Earthquakes**
Take shelter under desk, table or door frame to protect yourself
After shaking stops - if there is damage - tell class to collect possessions and evacuate.
Tip - pre-designate where you'll want your class to meet
- ✓ **Power Outage**
When power does go out and stays out for 10 minutes - evacuate the classroom. Go to your pre-designated meeting point and decide when/where to resume class.
Tip – You can find another room with lights and continue class
- ✓ **Reporting an Emergency**
Call JCPD Dispatch at 527-1000 any hour or day of the week. Report power and utility issues to Facility Operations at 527-4231.
Tip – Contact your CIRT team for information on disruptive students

For further information contact Don Silverek, SRJC Emergency Preparedness Coordinator, at 707-535-3789 or email him at dsilverek@santarosa.edu



Below is another suggestion for course syllabus “boiler plate” language regarding Emergency Preparedness and accommodations for students with disabilities. If you would like an electronic copy, email Patie Wegman in Disability Resources at pwegman@santarosa.edu

Emergency Evacuation Plan

In the event of an emergency during class that requires evacuation of the building, please leave the class immediately, but calmly. Our class will meet at _____ to make sure everyone got out of the building safely and to receive further instructions. (If the class is on a second or higher floor, provide clear directions to the stairs). If you are a student with a disability who may need assistance in an evacuation, please see me during my office hours as soon as possible so we can discuss an evacuation plan.

Accommodations for Students with Disabilities

If you need disability-related accommodations for this class, such as a note taker, test-taking services, special furniture, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to the instructor as soon as possible. You may also speak with the instructor privately during office hours about your accommodations. If you have not received authorization from DRD, it is recommended that you contact them directly. DRD is located in Analy Village on the Santa Rosa campus (phone 527-4278), and 101 Jacobs Hall on the Petaluma Campus (phone 778-2491).



Student Learning Outcomes Update

Project LEARN Vision

Santa Rosa Junior College is a Learning Centered institution. The college, through Project LEARN, provides a foundation for a community of inquiry where ongoing collegial dialogue, collaborative review of evidence, and deliberate reflection support the improvement of teaching and learning.

Project LEARN Progress Report

- SRJC has identified and posted on the web SLOs for **731** courses, about 29% of the 2,482 courses in the Curriculum. The goal is to identify all course SLOs by 2012.
- SRJC has identified and posted on the web SLOs for **89** majors or certificates. SRJC offer 174 certificates and 80 majors, for a total of 254. This represents about **35%** of the total. The goal is to identify all program SLOs by 2012.
- **All** institutional outcomes have been assessed using the 2007 Student Survey to establish a baseline. In addition, **three** institutional outcomes of the sixteen sub-categories have been assessed, about **19%** of the total. Dialogue has begun about these results.
- As of spring, 2008, **three** Student Services SLOs have been assessed, and **all** Student Services launched a new assessment during 2008/09. The goal is a regular cycle of assessment by 2012.
- In 2008/09, **all** academic departments (34 departments) are expected to identify and plan one assessment project, either course or program. A number of pilot assessments have been completed for both courses and program SLOs. Assessment projects will be available in the Evidence Room. The goal is a regular cycle of assessment by 2012.

- In February, 2009, the Academic Senate, the All Faculty Association, and the District agreed and signed a Memo of Understanding requiring faculty members to reflect on SLO assessment results as a required component of the faculty evaluation.

Project LEARN Steering Committee

Project LEARN Steering Committee: Eric Thompson (Faculty Co-Chair, Academic Senate Liaison), Carole Bennett (SLO Coordinator), Wanda Burzycki (SLO Coordinator), Craig Foster (SLO Coordinator), Cheryl Hanson (faculty), Tammy Sakanashi (faculty), Micca Gray (faculty), Kris Abrahamson (Administrative Co-Chair), Mary Kay Rudolph (VP Academic Affairs), Ricardo Navarrette (VP Student Services), Victor Cummings (Dean), Kimberlee Messina (Dean), K.C. Greaney (Director, Institutional Research), Dave Harris (Student Representative)

SLO Coordinators Contact Information

Craig Foster 535-3728, cfoster@santarosa.edu

Wanda Burzycki 522-2781, wburzycki@santarosa.edu

Carole Bennett 522-2709, cbennett@santarosa.edu