



# INSTRUCTIONAL NOTES

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

Welcome colleagues to the first *Instructional Notes* of the 2009-2010 Academic Year! Inside this edition we have updates on Staff Development and Project Learn, reminders about rosters, updates on Study Abroad recruitment and the District budget, and information about Basic Skills and our newest regular faculty members. I hope you will take the time to read the newsletter and give us your feedback – your comments are welcomed and appreciated.

I know we are in difficult times. While we can all readily commiserate with each other about the economic uncertainty we face, I can't help but notice that a large part of the discussions I hear across the District are about how we can best serve our students and encourage economic vitality in our communities. I admit that I'm an incurable optimist, although I am no *Pollyanna*. In fact, I do recognize the issues we are facing, and I truly believe we will get through them if we work together, help each other, and plan for the future. I want to thank all of you for what you do, each and every day.

*Mary Kay*

Mary Kay Rudolph, Vice President of Academic Affairs



## WELCOME TO OUR NEW FACULTY

**Please welcome the following  
New Probationary Faculty who joined us this fall!**

Ashley Arnold	Disability Resources Specialist/Petaluma
Anna Brown	Mathematics/Petaluma
Nicole Corcoran	Counseling/Transfer Center Director/Santa Rosa
Rima DasGupta	Behavioral Sciences/Sociology/Santa Rosa
Daniel Doolan	Health Sciences/ADN Program/Santa Rosa
John Eberly	Child Development/Santa Rosa
Daniel Famini	Agriculture/Natural Resources/Vet.Tech/Santa Rosa
Anthony Graziani	Life Sciences/Biology/Santa Rosa
Tara Jacobson	PE, Dance & Athletics/Petaluma
Cliff Norton	Industrial & Trade Tech/Alternative Fuels/Santa Rosa
Laura Sparks	Earth & Space Sciences/Astronomy/Petaluma
Alicia Virtue	Library/Public Services Librarian/Santa Rosa
Catherine Williams	Disability Resources Specialist/Santa Rosa
Kent Wisniewski	Behavioral Sciences/Anthropology/Santa Rosa





## Faculty Roster Responsibilities

- Faculty access and submit their rosters online via the Faculty Portal at [www.santarosa.edu/portal](http://www.santarosa.edu/portal)
- All important deadline dates are listed on each roster
- All faculty are **required** to Certify their **Census Rosters** on the first census date of each class (for full semester courses, first census is the Monday of the fourth week of the semester). For short courses, first census is 20% of the course—dates are listed on each roster.
- **Midterm grades and drops** for full semester courses only can be submitted via the midterm link in the Faculty Portal during the eighth and ninth week of the semester—**Monday, October 5 through Sunday, October 18, 2009.**
- All faculty are **required** to submit their **Final Grades and Hours Rosters** no later than three business days after the final exam for each course. The final grades and hours link becomes active on the last day of the course. For the Fall 2009 semester, the deadline to submit grades and hours is by midnight on **Wednesday, December 23, 2009.**
- Positive Hour (PH) courses **require** hours to be entered with the final grades.
- Hardcopy rosters are no longer submitted to the Admissions and Records Office.
- Faculty are **required** to securely and confidentially retain their grade roster backup information for a period of at least two years.
- **In compliance with 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](mailto:fpereira@santarosa.edu)



## **“NoodleBib for Instructors” Workshops at Santa Rosa Campus in October!**

Please join librarians Nancy Persons and Micca Gray for a 2-hour flex-approved workshop in which you will learn about the Library’s NoodleBib bibliography, note-taking and outlining online service.

What is NoodleBib?

NoodleBib is a web-based tool for generating bibliographies in either MLA (7<sup>th</sup> ed.), APA (6<sup>th</sup> ed.) or Chicago/Turabian format. NoodleBib is a collaborative tool wherein students can share their work with instructors. Instructors can then comment on student work, all electronically. This instructional tool is easy to use and can facilitate student production of beautiful WorksCited / References / Bibliographies that will in turn improve *your* outlook on work and life. NoodleBib can also be used for note taking and creation of outlines and improving critical thinking skills. Come to this workshop to learn about this helpful instructional tool and also about how library faculty can work with you and your students.

### **Dates and times:**

- Thursday, October 1<sup>st</sup>, 3:00-5:00 p.m.
- Friday, October 9<sup>th</sup>, 9:00-11:00 a.m.

### **Location:**

Doyle Library, Room 4420 (Third floor)

## **How You Can Help Your Students Succeed: A Library Perspective**

*By Nancy Persons, Librarian, SRJC*

Sometimes, as instructors working in a college setting, it’s easy to forget that most of our students are unfamiliar with the culture of academia. You can help your students by explaining the role of the Reference Librarian on their road to success. Explain to your students that librarians are instructors who can be found at the Reference Desk whenever the library is open, and that these Reference Librarians are there specifically to help students get started with their research, but also to help them evaluate and cite sources well.

Consider this: when a person asks for assistance, it often feels like a sign of failure. Yet most students who come to college are unfamiliar with how resources are organized at an academic library. When they leave your classroom with a research need, they feel like they should already know what to do, but they frequently don't. Include the hours of operation of the libraries on your syllabi, and state that students should ask librarians at the Reference Desk for assistance getting started with their research.

When handing out a research assignment, include a line that directs them to ask the Reference Librarian for assistance. This helps students to understand this is a natural part of their research process. Send an electronic copy of your syllabi and research projects to your librarian liaison. If you're not sure who your department's librarian liaison is, send your syllabi to Nancy Persons, Department Chair, and we'll get you connected to the appropriate librarian. We use your syllabi to assist in development of our collections and to anticipate student research needs.

Textbooks are a challenge for students to afford, and the library's materials budget has been drastically cut along with other instructional materials funding. Have you considered placing a copy of the books you've assigned to your students at the Reserve Desk? If not, please consider bringing these titles to the library and putting them on Reserve so that your students can have access to the resources they need for your course. If you don't have a personal copy you could loan to the library, consider asking publishers for a desk copy.

Another casualty of the current budget is our graphics supply. Please know that currently the library is not able to offer print copies of its guides. This includes our popular MLA and APA style guides, as well as the Library Skills exercises often assigned by instructors. We are already out of the Library Catalog exercise and have few remaining others. Copies of all our Library Skills exercises can be downloaded from our website at

<http://www.santarosa.edu/library/lsp/index.shtml>





## **STAFF DEVELOPMENT NEWS**

### **SRJC: Inspiring Learning in Challenging Times**

#### **Thank You!**

Thank you to the numerous faculty and staff who have contributed to the variety and quality of the staff development workshops offered not only on PDA Day, but also 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. Times are tough, staffing is slim...but that does not stop us from being the SRJC that inspires learning in challenging times.

#### **Planning for Spring 2010 PDA Day**

The Spring 2010 Professional Development Activity Day is **Tuesday, February 16, 2010**. Workshop proposals are due by **Monday, October 12**. Information about PDA Day workshop proposals will be distributed via email.

#### **Petaluma Campus – Be There on PDA Day!**

The Spring 2010 Professional Development Activity Day will feature Michael Salinger from Culinary Arts as the annual Tauzer Lecturer. The lecture will take place live at the Petaluma Campus in the new Carole L. Ellis Auditorium and will be videoconferenced to the Santa Rosa Campus. The Petaluma Campus will be the “in” place to be this spring on PDA Day!

#### **Attendance Reminders**

Regular Faculty members are required to attend the Spring 2010 PDA Day on February 16<sup>th</sup>. 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 February 16, 2010 Institutional Day but attendance is not mandatory. All faculty members are required to sign the roster for the Tauzer Lecture and all workshops in addition to submitting verification forms for PDA Day.

#### **Professional Development Committees**

There are colleagues working on your behalf! Go to <http://www.santarosa.edu/src/PDAcurrent/pda-acknowledgements.html> to view the current committee representatives working behind the scenes to create valuable opportunities for you through their work on the Professional Development Committee, the Classified Staff Development Committee and the Faculty Development Committee.

## Professional Development Opportunities

Professional development activities are activities which add knowledge and skills to an individual's discipline, career, or vocation intended to improve performance on the job. These activities also provide a revitalization of professional direction and focus. All employees (Classified, Management, Administration and Faculty) are encouraged to participate in professional development activities. Go to [www.santarosa.edu/src](http://www.santarosa.edu/src) and check out the information available on everything from Enrollment Fee Reimbursement, to the Menu of Activities and the Flex Program.

## News in New Faculty Development

Plan now to attend the New Faculty Development Seminars, 1<sup>st</sup> and 3<sup>rd</sup> Fridays, 1-3pm in Doyle Library, Room 4246 (unless scheduled elsewhere). Upcoming seminars this fall include:

- Friday, October 2 – Dealing with the Disruptive Student
- Friday, October 16 – Teaching and Learning: Learning Centered Pedagogy
- Friday, November 6 – Counseling, Student Health Services, Public Safety
- Friday, November 20 – Learning Theory and Learning Styles: Classroom Assessment

These workshops are geared for new and newer faculty, but **all** faculty members are welcome! Go to [http://www.santarosa.edu/src/f\\_2009\\_flex\\_activi.html](http://www.santarosa.edu/src/f_2009_flex_activi.html) to see full details on these and other workshops. Please contact Tammy Sakanashi at [tsakanashi@santarosa.edu](mailto:tsakanashi@santarosa.edu) or 522-2711 if you have questions about the New Faculty Development Program.

## Check Your Flex! [www.santarosa.edu/flex](http://www.santarosa.edu/flex)

Faculty members - don't forget to **Check Your Flex** and be sure to have your fall semester flex obligations completed on or before **December 1, 2009**. You may also access your Flex Program "My Stats" page through your Faculty Portal in the Student Information System.

- **Regular faculty members** have a 6 hour mandatory day obligation and 6 flexible hours required for the fall semester. While regular faculty members have the entire year to complete their obligations, it is preferred that you have your PDA Day verification form submitted by December 1. If you have not already done so, please submit your August 14<sup>th</sup> PDA Day verification form as soon as possible.
- **Adjunct faculty members** have a flex obligation for full-semester classes **taught on Tuesdays and Fridays this fall**. Your flex obligation requires that flex activities be completed and **verification forms received in the Resource Center on or before Tuesday, December 1, 2009**. **You will be docked pay if you fail to fulfill your flex obligation.**

Hard copy statements will be distributed to applicable faculty members sometime in mid-October. Look for these statements to come in your District mailbox so the Resource Center can save money on postage. Go to <http://www.santarosa.edu/src/flex-program.html> for more information about the Flex Program. Contact Michelle Poggi at [mbooyer-poggi@santarosa.edu](mailto:mbooyer-poggi@santarosa.edu) or 522-2602 if you need assistance or have questions.

### **Contact Us**

- ✓ Elizabeth McPherson, Administrative Assistant/Resource Center 527.4852
  - ✓ Michelle Poggi, Resource Center Coordinator 522.2602
    - ✓ Scott Rosen, Staff Development Coordinator,  
Santa Rosa Campus 778-3967
- ✓ Tammy Sakanashi, New Faculty Development Coordinator 522.2711

**Visit our website: [www.santarosa.edu/src](http://www.santarosa.edu/src)**





## Help Recruit for Study Abroad for Florence - Spring 2010

SRJC faculty are the best recruiters for Study Abroad. Please help the program by telling your students about this wonderful opportunity to study in Florence in Spring 2010. Many of our students have told us Study Abroad is a "life changing" experience. If you would like brochures to distribute to your students, please contact Linda Johns, Administrative Assistant for Study Abroad, at 527-4441.

Our instructor for Florence will be Terri Frongia, full-time instructor in Italian. Other disciplines that will be offered include Italian Life and Culture, Philosophy, World Literature, Mythology, Art History, and conversational Italian.

### *Please note the following deadlines:*

- ❖ **Friday, October 9:** Priority deadline. Students applying by this date are assured of getting first choice of classes.
- ❖ **Friday, October 23.** Deadline to apply and travel on AIFS arranged flights.
- ❖ **Friday, October 30.** Deadline for scholarship applications (the application form is available on the Study Abroad website).
- ❖ **Monday, November 2.** Final deadline. Students must arrange their own flight.

For more information, go to the Study Abroad website: <http://www.santarosa.edu/sa/>





## **Project LEARN Update**

*By Kris Abrahamson, Dean, Liberal Arts & Sciences*

### **Accreditation Recommendation**

As many of you know, SRJC received a reaffirmation of accreditation with three recommendations. Recommendation Two relates to SLOs: "In order to attain proficiency level with the ACCJC Rubric for Evaluating Institutional Effectiveness by the 2012 Commission deadline, the college should aggressively pursue the development of measurements and the completion of assessment cycles for all course, program, and degree SLOs." SRJC faculty and staff have worked hard on SLOs over the past several years, and you contributed to a successful accreditation visit. However, we have a lot more work to do to meet the "proficiency" level by 2012. We cannot lose our momentum or our sense of urgency for this task. In support of a College Initiative for SLOs, the Project LEARN Steering Committee has set the following goals for 2009/10.

### **Course SLOs**

Identify, review, approve, and post on the web an additional **550** course SLOs.

### **Program SLOs**

Focus strongly on identifying SLOs for ALL remaining programs (180 certificates and majors) because those help to guide course SLOs and assessment.

### **SLO Assessment Projects**

Each academic and student services department must finalize the departmental assessment project from last year and "close the loop" by reflecting on results and implementing any changes, if needed. Each academic department and student service must launch **one new assessment project** for a course, a program, or a student service for 2009-10.

### **Institutional SLOs**

Institutional SLOs are being assessed on a regular cycle. All institutional learning outcomes are assessed via the SRJC Student Survey (administered every three years), where students self-identify levels of achievement. In addition, some institutional SLOs have been assessed directly, with others scheduled for the future. Finally, i-LEARN is compiling an inventory of which courses and programs support which institutional SLOs based on the grids completed in last year's PRPP.

### **SLO Coordinators are available to assist you:**

Wanda Burzycki, 522-2781, [wburzycki@santarosa.edu](mailto:wburzycki@santarosa.edu)

Carole Bennett, 522-2709, [cbennett@santarosa.edu](mailto:cbennett@santarosa.edu)

### **Schedule Departmental SLO Workshops**

Departments or disciplines can schedule their own SLO Workshops for Flex Credit. The SLO Coordinators can help set up and facilitate the workshop, or you can arrange it yourself by filling out the Flex Proposal Form for a Group Activity, available on the Staff Resource Center. This workshop is pre-approved, so only the Flex Proposal Form is required. You can find the form at <http://www.santarosa.edu/src/form.html>

For more information, go to the Project LEARN website [www.santarosa.edu/projectlearn](http://www.santarosa.edu/projectlearn)

### **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 Steering Committee**

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



## **BASIC SKILLS COMMITTEE UPDATE**

*By Victor Cummings, Dean, Language Arts and Academic Foundations*

The new District Basic Skills Committee met for the first time on September 4<sup>th</sup>. We're all excited to get down to business and had a lively initial first session that was largely intended to orient new members. Because the State Basic Skills Initiative (BSI) leaders are stressing contextualized skills instruction across the curriculum, the entire campus community should be aware of the new committee's work that will be regularly reported at Academic Senate meetings. If you are interested in the committee, I urge you to contact one of the Academic Senate appointees to learn more about plans, issues and possibilities: Wanda Burzycki (CSKLS); Cheryl Dunn (CSLKS - Petaluma); Rebecca Fouquette (Math); Molly Matheson (Library - Petaluma); Ann Foster (English); Connie Gozzarino (Counseling); Marianne Arden (ESL); Bradford Davis (BAD).

On November 5-6, the group will be attending a coached planning workshop sponsored by the State Academic Senate in San Ramon. SRJC is permitted ten attendees. Most of the committee is planning to participate, but right now we have one vacant spot. If you want to get more involved in the Basic Skills Initiative at SRJC and would like to join us, please contact Victor Cummings, Dean of Language Arts & Academic Foundations at x4615 for more information.



## **2009-10 SRJC BUDGET**

*By Doug Roberts, Vice President, Business Services*

On July 28, 2009 the State Budget was signed into law. The budget contained \$24 billion in "solutions"; \$16 billion in cuts, and \$8 billion in borrowing and other gimmickry. The hit to community colleges was a loss of approximately \$640 million in funding, or roughly a 10% cut. The most notable items affecting community colleges were: no COLA funding, no growth funding, a 3.4% reduction to "workload" measurements, and up to a 62% cut to some state-funded categorical programs.

Normally, the FTES reported for one year becomes the base workload measure for the subsequent year. For 2008-09, the District was funded for 21,274 FTES. Due to the 2009-10 workload reduction, SRJC will only be funded at 20,436 FTES, which has

resulted in a \$3.4 million loss in apportionment. Of concern is the possibility that the workload reduction could increase. Much depends on how the State Chancellor's Office deals with any mid-year budget reductions. Should SRJC's workload drop below 20,000 FTES, \$1.1 million in currently received "basic allocations" could be in jeopardy.

To offset the above loss in apportionment revenue (plus an additional \$2 million loss in funding due to anticipated state-wide property tax shortfalls), the District has made several large reductions, most notably a \$500,000 reduction in discretionary spending, \$1.1 million reduction in unfilled positions, \$1.3 million in furloughs, and \$4 million in schedule reductions. Depending on Fall FTES production, the latter may need to be modified to make sure that the District offers enough sections to achieve its overall FTES goals.

If all goes as initially planned, the District will end the year with a \$9.5 million fund balance, which represents a 7.9% reserve of expenditures. (It should be noted that the average state-wide reserve is 13.2%). The District will need all the reserve it can going into 2010-11, as the State will be dealing with anywhere from an \$8 to \$24 billion revenue shortfall. In all likelihood, the State-wide cuts for 2010-11 will be even greater than those we're experiencing in 2009-10.

