



INSTRUCTIONAL NOTES

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NOTES FROM THE VICE PRESIDENT - Dr. Mary Kay Rudolph

Happy Holidays to you all as the fall 2009 semester winds to a close. This final volume of Instructional Notes includes articles on Staff Development, the Basic Skills Initiative and the Cal-PASS Initiative. Also, our colleagues in Student Services have provided invaluable information concerning the due dates for student grades and the new Pass/No Pass Grading option. There is also information regarding faculty volunteers for H1N1 reporting. We close Instructional Notes for 2009 with a couple of “green reminders” regarding cutting down on copies and the e-mail confirmation of instructional assignment offers for the spring 2010 semester.

For many of us this time of year is bittersweet. While it is often both a relief and a matter of pride to successfully end another semester, for many of us it is also a time of great stress. We have lost three of our dear faculty colleagues this semester, and many of you have lost loved ones or have been coping with illnesses in your families. For some of you, like me, this may be your first winter holiday season without a particular loved one. Let's take a moment to let each other know how much we mean to each other, to offer a kind word and a smile, and to let joy into our lives and the lives of those we love.

Mary Kay

Mary Kay Rudolph, Vice President of Academic Affairs



**FALL 2009 SEMESTER GRADES AND HOURS ARE DUE BY MIDNIGHT
WEDNESDAY, DECEMBER 23, 2009**

- Grades and hours must be submitted online via the Faculty Portal.
- Hard copy 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/portal.
- Once logged in, click on the “Manage Rosters” link and then select Fall 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 all students, then 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.
- P/NP grades have replaced the CR/NC grade option (P=CR and NP=NC)
- 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.

- **WINTER CLOSURE:** The College will be closed for winter closure from Wednesday, December 23 through Sunday, January 3. A&R staff on the Santa Rosa Campus **only** will be available to assist you **until 5pm on Tuesday, December 22**. **The Petaluma A&R Office will be closed beginning Friday, December 18, 2009.**

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 or at fpereira@santarosa.edu



P/NP REPLACES CR/NC GRADING OPTION

Due to mandated changes in California Education Code, all California Community Colleges were required to replace the CR/NC (credit-no credit) grading option with the P/NP (pass-no pass) grading option effective fall 2009. All programming changes are now complete in the SRJC Student Information System (SIS). Faculty rosters and grades now reflect the P/NP grade option for the fall 2009 semester forward. All short course grade rosters already submitted for the fall 2009 semester will automatically convert the CR/NC grades to P/NP grades. Students registering for classes will now choose the P/NP grading option for those classes that offer that grading option.

PLEASE NOTE:

- All policies, procedures, and deadline dates enforced for CR/NC grading, remain the same for P/NP.
- SRJC Grading Policy 3.10P (revised 2/10/09) defines P/NP as:
 - P = Passing (At least satisfactory – units awarded are not counted in GPA. P has the same meaning as “CR”

- NP = No Pass (Less than satisfactory, or failing – units not counted in GPA. NP has the same meaning as “NC”
- Student academic records will still reflect the CR/NC grade on all semesters prior to Fall 2009.



SPRING 2010 CONFIRMATION LETTERS TO BE SENT ELECTRONICALLY

SRJC continues its efforts to go “green” and conserve our natural resources by converting the mailing and return of Confirmation Letters for adjunct and overload teaching and allied assignments from paper forms to an electronic version that will appear in the instructors Cubby. The initial effort to begin using this process will be with the Spring 2010 Confirmation Letters which we plan to get out before the college closes for the winter break. Planning for the switch over started many months ago and included the signing of a Memorandum of Understanding (MOU) with the All Faculty Association (AFA) requiring all faculty members to have and maintain an SRJC email address.

When the information is ready in the instructor’s Cubby, an email will be sent to each faculty member letting them know the Confirmation Letter is in his/her Cubby and the steps he/she needs to take to “accept” the assignment.

These steps are fairly simple. In the instructor’s Cubby, under Instructor Load, they will have the opportunity review their load. Next, they will click on a link that will bring up the contents of the Confirmation Letter. At the bottom of the letter they will “accept” the assignment by clicking on the “I Accept” button, much in the way that they do now to certify their Census or Final Grade Roster. At this point, the instructors would have the capability of printing a copy of the letter.

There will be a due date for the instructor’s to accept (1 week prior to classes starting) and the Supervising Administrators/Deans would be able to get a list of who has accepted, who still has not accepted, or who accepted late. Again, this is much like the roster process.

It is expected that this process will save paper, postage costs, be more reliable and faster than the postal service, relieve faculty from either hand-delivering or return mailing acceptance copies, and overall be an easier way to distribute and collect Confirmation Letters.



H1N1 VOLUNTEER FACULTY REPORTERS NEEDED

As you are aware, the District is preparing for the H1N1 virus which is expected to return this spring. As part of the District's efforts to monitor the effect of the flu on attendance, we are seeking 20-30 faculty volunteers who would be willing to report on their spring semester 2010 class attendance (Tuesday or Wednesday classes **only**) on a weekly basis. An email reminder will be sent to you on a weekly basis. This information will then be used to help the District respond appropriately. The reporting process will be simple and will take only a few minutes each week. It will consist of logging on to a website and answering a few questions about the week's attendance. You may view the web report at <http://www.zoomerang.com/Survey/?p=WEB229ZSTPW845>

We are looking for faculty reporters from a wide array of locations and day and evening classes. If you're interested in volunteering, please contact Fran Golden in Academic Affairs at fgolden@santarosa.edu. Thank you for considering volunteering!

Mary Kay Rudolph



SRJC "GREEN" SYLLABI REMINDER

By Ty Benoit, Dean, Arts, Humanities, Behavioral & Social Sciences

I am sure you are all aware of the difficult budget situation facing SRJC. In these tough times, we all need to pull together and figure out how we can change some of our long-standing habits. Additionally, for the past few years, most of our departments have not managed to stay within their graphics allotment. At this point, I have told the chairs that twenty per cent of each department's allocation has been reduced. On a voluntary basis, I am requesting that instructors analyze the way in which handouts for students are processed. Now that we have the portal, there are alternative methods for providing many of these to students, as long as we make accommodations for those students who need it.

During PDA Day, a group of us presented some ideas about how to reduce the paper flow in the classroom. As you complete this semester and plan for spring, please consider whether you can use CATE, File Depot or some alternative means for distributing syllabi, information, and handouts. Here is a link to the SRJC File Depot if you do not have a CATE page: <https://www2.santarosa.edu/file-depot/help.php> Certain departments have already initiated a plan to "go green." Within other departments, certain faculty have led the way in this endeavor. I applaud and encourage all of these efforts.

If you are interested, here is a link to Google Apps: <http://www.google.com/a/help/intl/en/edu/index.html> We are going to start using some of these in various areas of my cluster. For instance, SRT is thinking of using some of the collaboration tools so that they don't have to meet in person for their design conference. This obviously saves us money. It can be configured to a specific institution, but you can use them even if you do not do that. They can also be used at a basic level independently. There is also an interesting video at the site.





SRJC PARTICIPATES IN CALIFORNIA PARTNERSHIP FOR ACHIEVING STUDENT SUCCESS (Cal-PASS)

By Sheryl Cavales Doolan, SRJC English Instructor and English PLC Co-Chair

With a growing number of students entering college at the basic skills level in math, science, and English, the California Partnership for Achieving Student Success (Cal-PASS) has organized a database of student performance and success at participating high schools, community colleges, and universities around the state. Three years ago, Santa Rosa Junior College joined the Cal-PASS system. Since then, faculty representatives from the English and Mathematics departments have been working with faculty from Sonoma County high schools and Sonoma State University, examining student outcome data to identify areas where students need more support in making the transition from high school to college and then developing innovations to better facilitate that transition.

These local math, science and English Professional Learning Councils (PLCs) have most recently been working on the Aligning Curricula and Career Education for Student Success (ACCESS) Initiative. Faculty from all over the state gathered over the summer to define and develop exit and entrance competencies at from 11th grade through the first semester transfer-level courses in English and math. Representatives from SRJC have been an integral part of both the initial summer convening and the continued refinement of those competencies that will continue in the PLCs throughout the year. In fact, the SLOs developed by the SRJC English department were instrumental in drafting many of the English competencies that PLCs statewide are now refining. The ultimate goal is to provide curricula guides for use in CTE, English, math, and science programs with examples of assessments and assignments that reflect aligned expectations to improve student transitions and increase student success.

Anyone interested in participating in this innovative work should contact Kathryn Horton, the Regional Coordinator for all Sonoma PLCs, at khorton@calpass.org. To learn more about Cal-PASS and the ACCESS Initiative, go to www.calpass.org.





STAFF RESOURCE CENTER

SANTA ROSA JUNIOR COLLEGE · CALIFORNIA

STAFF DEVELOPMENT NEWS

SRJC: Inspiring Learning in Challenging Times

Spring 2010 PDA Day

The Spring 2010 Professional Development Activity Day is **Tuesday, February 16, 2010 at the Petaluma Campus**. 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 video-conferenced to the Santa Rosa Campus. The Petaluma Campus will be the “in” place to be this spring on PDA Day! After a morning focused on the Tauzer lecture and workshops offered by Project LEARN, Academic departments are being provided time to work on SLO’s and LAP’s during the afternoon. A selection of workshops will be available for classified staff and managers throughout the day, as well as an evening workshop for adjunct faculty presented by AFA. Check out the PDA Day web pages for complete details on the day’s activities and workshops: <http://www.santarosa.edu/src/PDA-current/pda-index.html> (available by December 18, 2009.)

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 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 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. Weekly “Professional Development Opportunities” emails are distributed highlighting upcoming activities, or you can go to www.santarosa.edu/src and check out the information available on everything from the Menu of Activities to the Flex Program.

News in New Faculty Development

Plan now to attend the New Faculty Development Seminars, 1st and 3rd Fridays, 1-3pm in Doyle, 4246 unless otherwise scheduled. Even seasoned faculty members are welcome to attend! Upcoming seminars this spring:

- Friday January 15, 2010 - 1-3pm: Learning Theory and Learning Styles
- Friday February 5, 2010 - 1-3pm: The Inspired Teacher and Project LEARN
- Friday February 19, 2010 - 1-3pm: Teaching to a Diverse Student Population I
- Friday, March 5, 2010 - 1-3pm: Teaching to a Diverse Student Population II
- Friday April 2, 2010 - 1-3pm: The Academic Senate and Committee Structures
- Friday April 16, 2010 - 1-3pm: Teaching to a Diverse Student Population III
- Friday, May 7, 2010 - 1-3pm: Basic Skills Orientation: What's in Store for Next Year

These workshops are geared for new and newer faculty, but **all** faculty members are welcome to attend. Please contact Tammy Sakanashi at tsakanashi@santarosa.edu or 522-2711 if you have questions about the New Faculty Development Program.

Check Your Flex! www.santarosa.edu/flex

Faculty members - don't forget to **Check Your Flex** and be sure to have your spring semester flex obligations completed on or before **Monday, May 3, 2010**. You may also access your Flex Program "My Stats" page through your Faculty Portal.

Regular faculty members have a 6 hour mandatory day obligation and 6 flexible hours required for the spring semester. The obligation is pro-rated for faculty members on pre-retirement workload reductions, leaves, etc. Verification Forms, Intent to Complete Forms or Notice of Absence forms must be received in the Resource Center on or before Monday, May 3, 2010. **You will be docked pay if you fail to fulfill your flex obligation.**

Adjunct faculty members have a flex obligation for full-semester classes taught on Tuesdays and Fridays this spring. Your flex obligation requires that flex activities be completed and **verification forms received in the Resource Center on or before Monday, May 3, 2010.** **You will be docked pay if you fail to fulfill your flex obligation.**

Hard copy Flex Program statements will be distributed to applicable faculty members sometime in mid-March (before spring break). Look for these statements to come in your District mailbox. Go to <http://www.santarosa.edu/src/flex-program.html> for more information about the Flex Program. Contact Michelle Poggi at mbooherpoggi@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 778-3967
- ✓ Tammy Sakanashi, New Faculty Development Coordinator 522.2711

Visit our website: www.santarosa.edu/src





SPRING PDA DEVOTED TO SLO IDENTIFICATION AND ASSESSMENT

Student Learning Outcomes (SLO) identification and assessment are an important part of the ACCJC Accreditation Standards. Our Accreditation Midterm Report is due in spring 2012, and SRJC must be able to demonstrate that we are at the “proficient level” at that time. This means that SLOs for all courses, certificates and majors must be identified. The College must also have established an *ongoing, systematic cycle of assessment*. Identification and assessment of student learning outcomes is a critical College Initiative, approved by the Institutional Planning Council and supported by the Project LEARN Steering Committee.

In a survey done in spring 2008, 85% of full-time faculty and 66% of part-time faculty identified lack of time as an obstacle to working on SLOs. Therefore, the College is committing the faculty component of our spring Professional Development Day (February 16, 2010) to SLOs. Faculty members will choose from a range of workshops in the morning (after the Tauzer lecture) and participate in a three hour afternoon departmental workshop to actually work on SLO identification and assessment. All faculty members with a PDA obligation, whether full-time or part-time, are **required** to participate in the SLO workshops. Departments or disciplines may also invite classified staff in their areas to participate in the workshops, with approval from their supervisors.

For faculty, the afternoon of spring PDA day will be mainly devoted to discipline and departmental workshops, focusing on identifying or assessing SLOs. Each department chair has already submitted a brief description of how the department will be allocating this time. The SLO Coordinators, members from the Project LEARN Steering Committee, and deans will be available to help.

SLO workshops can be scheduled with the entire department, by disciplines within a department, or with a small group of faculty who are responsible for a particular certificate, major, or course. Departmental faculty members can all work together or break into small groups. The workshops will focus on any or all of the following:

- **Course SLOs.** Identify SLOs for courses. Update the course outline of record and enter course SLOs into CATS (Curriculum Access and Tracking System) database.
- **Program SLOs.** Identify program SLOs for certificates or majors and complete the “mapping” of courses to the SLOs for the certificate or major. (Forms will be provided or are available on the Project LEARN website).
- **Learning Assessment Projects.** Discuss progress on or implementation of a Learning Assessment Project (LAP) for 2009-10. By spring, most academic departments and student services should have initiated a project, and this is an opportunity to discuss that project with members of the department or discipline. (Forms will be provided and forms are available on the Project LEARN website).

For more information about Project LEARN, visit the website:

<http://www2.santarosa.edu/pages/project-learn.php>



LEARNING ASSISTANCE AND BASIC SKILLS INITIATIVE UPDATE

By Victor Cummings, Dean, Language Arts and Academic Foundations

Learning Assistance Coordination

The current fiscal climate is forcing everyone to do more with less. The four main sources of learning assistance at SRJC for students requiring basic skills improvement - Tutorial, College Skills Labs, the Writing Centers and the ESL Learning Center – are currently being reviewed to assure maximum efficiency and effectiveness. Our goal is to make sure that all basic skills students who could benefit from tutorial-style support actually receive it. To that end, we will be enhancing tutor training and coordination and developing referral strategies and assignment suggestions that will motivate student-tutor connections. A learning assistance website will be created to increase knowledge about the many learning assistance resources at SRJC among both instructors and students. In the meantime, do continue to inform students about the learning assistance options most appropriate to the courses that you teach.

Learning Community Update

This semester, SRJC's Learning Community program offered nine learning communities specifically designed for students enrolled in 300- or 100- level reading and writing classes. Ten departments and 21 faculty members participated in the learning community program, reaching over 250 students. In addition to our established learning communities, such as SMART START, Puente and First-Year Experience, we introduced two interdisciplinary learning communities: English 100 and Philosophy 3, and English 100 and Anthropology 1 in Petaluma. Also new this semester was our first Learning Community social. In early October, approximately fifty students and six instructors from the program enjoyed an afternoon of bowling, conversation, and fun at Double Decker lanes in Rohnert Park. Participants enjoyed the friendly, casual experience, and in the process learned a great deal about the advantages of learning communities. The event's success speaks to the social benefits of learning communities and establishing campus connections beyond the classroom; hence, plans for the spring 2010 Learning Community social are already underway. In spring 2010, SRJC will offer seven learning communities and hopefully, SRJC will expand its offerings with new learning communities in fall 2010. To learn more about getting involved in SRJC's learning communities, contact Ann Foster (Learning Community Coordinator) at 527-2778 or afoster@santarosa.edu or visit our website at <http://www.santarosa.edu/app/getting-started/learning-communities/>.

Common Reading Experience

This fall, the English, ESL, and College Skills Departments introduced a new reading project called The Common Reading Experience (CRE). This project aims to bring together students enrolled in 300- and 100-level reading and writing classes through a common reading. This semester, eleven instructors taught *The Diving Bell and the Butterfly* in their respective classes. For a culminating activity, the CRE committee organized a film discussion and viewing featuring Michael Traina, Film Studies instructor. He provided both pre- and post-film discussion questions to deepen and broaden students' perspectives regarding the novel and the film. For next semester, the CRE selection is Marjane Satrapi's *Persepolis*, a graphic novel in which the author describes her childhood growing up in Iran during the Islamic Revolution. Contact Ann Foster (ext. 2778 or afoster@santarosa.edu) to learn more about SRJC's Common Reading Experience.

Professional Development-Basic Skills Workshop Series

The Basic Skills Standing Committee (BSSC) is committed to reaching as many basic skills students as possible through a rich array of programs and services, such as the Welcome Center, Learning Communities, and the Tutorial Center. To add to this list, the BSSC has initiated a new project open to all SRJC faculty. This committee is developing a series of instructional workshops centered on 'effective practices' for teaching basic skills students. The workshop series begins with a Basic Skills Initiative Orientation in May 2010 and will continue in August 2010. Approximately five workshops will be offered in fall 2010 and another five in spring 2011. The workshop topics include active learning, classroom assessment techniques, college success factors, Generation 1.5, learning styles, study skills and information literacy. Workshop presenters include members of SRJC faculty as well as special guests from other two-year institutions. Contact Ann Foster (ext. 2778 or afoster@santarosa.edu) for more information about this series of workshops.

