Institutional Information

Our Vision

Santa Rosa Junior College aspires to be an inclusive, diverse and sustainable learning community that engages the whole person.

SANTA ROSA JUNIOR COLLEGE

Our Values

We balance and integrate core values to assure the success of our diverse learning communities.

SANTA ROSA JUNIOR COLLEGE

Institutional Information

Introduction

In three years, Santa Rosa Junior College will celebrate its 100th anniversary. The College, which began with several traditional brick buildings next to its the current site, was officially established in 1918 and operated as a "rural" college adjacent to Santa Rosa High School. Now, the Santa Rosa Campus spreading within in the heart of a thriving city, another campus in Petaluma, and multiple centers and sites throughout Sonoma County, the College continues to play a prominent role in the history, growth, and education of its community.

The Sonoma County Junior College District (SCJCD) was formed in 1927, and as towns in the county grew, the district extended south to Petaluma and Tomales, east to Sonoma, north to Cloverdale and Point Arena, and west to the Pacific Ocean. SCJCD now covers more than 1,600 square miles, encompassing 14 major high school districts and a wide range of cultures, economic levels, and educational needs and interests.

Santa Rosa Junior College has two campuses:

Santa Rosa Campus,
(including the B. Robert Burdo Culinary Arts Center)
1501 Mendocino Avenue
Santa Rosa, CA 95405

Petaluma Campus
680 Sonoma Mountain Parkway
Petaluma, CA 94954

SRJC has three dedicated locations through which students can obtain at least 50% of the required classes for a certificate or major:

Public Safety Training Center
5743 Skylane Blvd.
Windsor, CA 95492

Shone Farm
6225 Eastside Road
Forestville, CA 95436

Southwest Santa Rosa Center (noncredit only)
950 Wright Rd.
Santa Rosa, CA 95407

The College also has access to the Pepperwood Preserve through a memorandum of understanding to support the collaborative development and delivery of environmental curricula. And finally, courses are offered at sites throughout the county, including Windsor, Healdsburg, Guerneville, Point Arena, Cloverdale, and Sonoma. In terms of enrollment, the College's third largest and newest "location" is virtual—its Distance Education program.

As SRJC's territory has grown, so has its programs. Over the decades, SRJC has striven to maintain a balance as a premier transfer college, a responsive career preparation institution, and an inclusive school that meets the educational and enrichment needs of all members of its diverse community. Its evolution in reaching its three-pronged mission has led to its present array of programs and resources, including:

- Career and Technical Education programs, with three program-dedicated sites (Shone Farm, the Burdo Culinary Arts Center, and the Public Safety Training Center)
- 117 Associate Degree programs and 158 certificates
- General Education and transfer level courses qualifying many students for the University of California, California State Universities, and private four-year institutions
- Basic Skills noncredit and credit courses in the Math and English Pathways
- English as a Second Language and bilingual Spanish courses, with one dedicated center (Southwest Santa Rosa Center)
- Active Older Adult classes
- Community Education courses in arts, workplace skills, and personal enrichment

The College's past 97 years are characterized by its traditions, its strong reputation within the community, its expansion to meet community needs and promote involvement, and its awareness of its importance in supporting the region's business and cultural growth.

Institutional Developments Since 2009

The last educational quality and institutional effectiveness review occurred in Spring 2009. Since that time, the college has undergone significant changes, some physical, some economic, and some philosophical. Whether change is represented by a newly completed brick structure, a shift in staffing priorities, or realignment of program components, all have occurred within the framework of the College's mission and goals.

Highlights of the past six years include:

Final Execution of Plans Based on Bond Measure A Funds

- 2009 Completion of Petaluma Campus Phase II and III
- 2010 Completion of the Bertolini Student Center
- 2012 Completion of Burdo Culinary Arts Center

Responses to California's "Great Recession" 2008-2012

- President initiates cross-constituency advisory committee and college dialogue to plan "re-engineering" to reduce expenditures to deal with massive state budget cuts.
- College undergoes reduction of temporary staff but avoids layoffs of regular staff
- College schedule reduced in dialogue with departments
- College implements re-organization and re-engineering plans to increase efficiency and minimize expenses

"Virtual" Growth

- Information Technology department consolidates Academic Computing and Computing Services
- Expansion of online course platform to Moodle
- Continued shift to providing online resources and processes: college application, expanded use of student and faculty portals, online posting of Student Learning Outcomes assessment reports
- ACCJC Approval of Substantive Change Request for Online Degrees and Certificates
- Expanded institutional websites, including redesign and shift to Drupal
- Increase in numbers of online courses
- Online job application

Entering the Next Stage (2012 to present)

- Hiring of new president (fifth in College history)
- District wide participation in creation and implementation of new Strategic Plan, including revised Vision, Mission, Values, Goals, and Objectives
- Implementation of Student Learning Outcomes assessment all levels
- In response to state Student Success Act, Student Success and Support Plan and Student Equity and Success Plan created and launched
- Recognition as Hispanic Serving Institution and awarding of Federal Title V grant
- Passage of Measure H bond to fund new and improved buildings, technology, and other learning environments

Although California's economy is far from stable, new funds from the bond, grants, and California's Student Success Act provide promise of growth and enhanced programs over the next few years. Given such possibilities and the exemplary history of SRJC, the 100th anniversary will indeed be an event to celebrate.

Sonoma County QuickFacts 2013

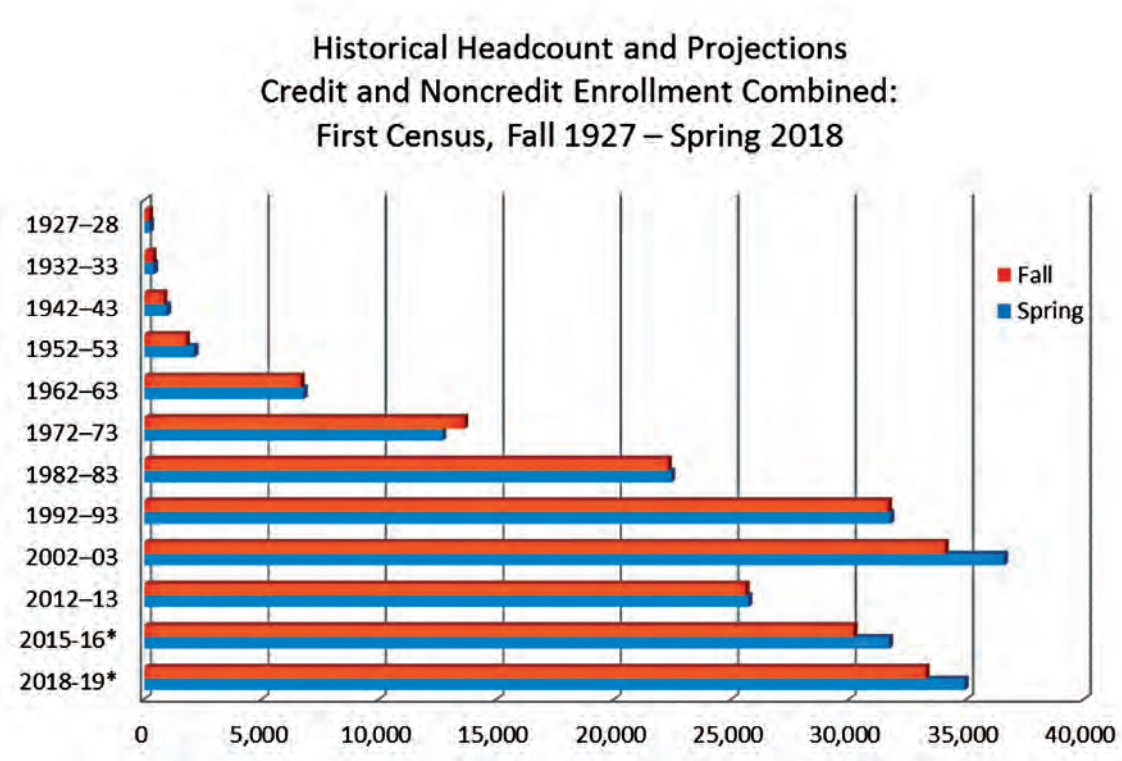
PEOPLE	SONOMA COUNTY	CALIFORNIA
Population, 2013	495,025	38,332,521
Population, percent change, April 1, 2010 to July 1, 2013	2.3%	2.9%
Population	483,878	37,253,956
Persons under 5 years, percent,	5.4%	6.5%
Persons under 18 years, percent,	20.9%	23.9%
Persons 65 years and over, percent,	16.0%	12.5%
Female persons, percent,	50.9%	50.3%
White alone, percent, 2013	87.7%	73.5%
Black or African American alone, percent, 2013	1.9%	6.6%
American Indian and Alaska Native alone, percent, 2013	2.2%	1.7%
Asian alone, percent, 2013	4.1%	14.1%
Native Hawaiian and Other Pacific Islander alone, percent, 2013	0.4%	0.5%
Two or More Races, percent,	3.7%	3.7%
Hispanic or Latino, percent, 2013	25.9%	38.4%
White alone, not Hispanic or Latino, percent,	65.1%	39.0%
Living in same house 1 year & over, percent, 2008	85.1%	84.2%
Foreign born persons, percent, 2008	16.5%	27.1%
Language other than English spoken at home,	25.0%	43.5%
High school graduate or higher, percent of persons age 25+, 2008	86.7%	81.0%
Bachelor's degree or higher, percent of persons age 25+, 2008	32.1%	30.5%
Veterans, 2008	33,049	1,952,910
Homeownership rate, 2008	61.3%	56.0%
Housing units in multi-unit structures, percent, 2008	19.3%	30.9%
Median value of owner-occupied housing units, 2008	$430,900	$383,900
Persons per household, 2008	2.56	2.93
Per capita money income in past 12 months (2012 dollars), 2008	$32,898	$29,551
Median household income, 2008	$63,565	$61,400
Persons below poverty level, percent, 2008	11.5%	15.3%
Business	Sonoma County	California
Total number of firms	52,458	3,425,510
Black-owned firms, percent	S	4.0%
American Indian- and Alaska Native-owned firms, percent,	1.0%	1.3%
Asian-owned firms, percent,	S	14.9%
Native Hawaiian and Other Pacific Islander-owned firms, percent	S	0.3%
Hispanic-owned firms, percent	7.8%	16.5%
Women-owned firms, percent,	30.4%	30.3%

(a) Includes persons reporting only one race.
(b) Hispanics may be of any race, so also are included in applicable race categories.
S: Suppressed; does not meet publication standards
Source: US Census Bureau State & County QuickFacts

Student Enrollment Data

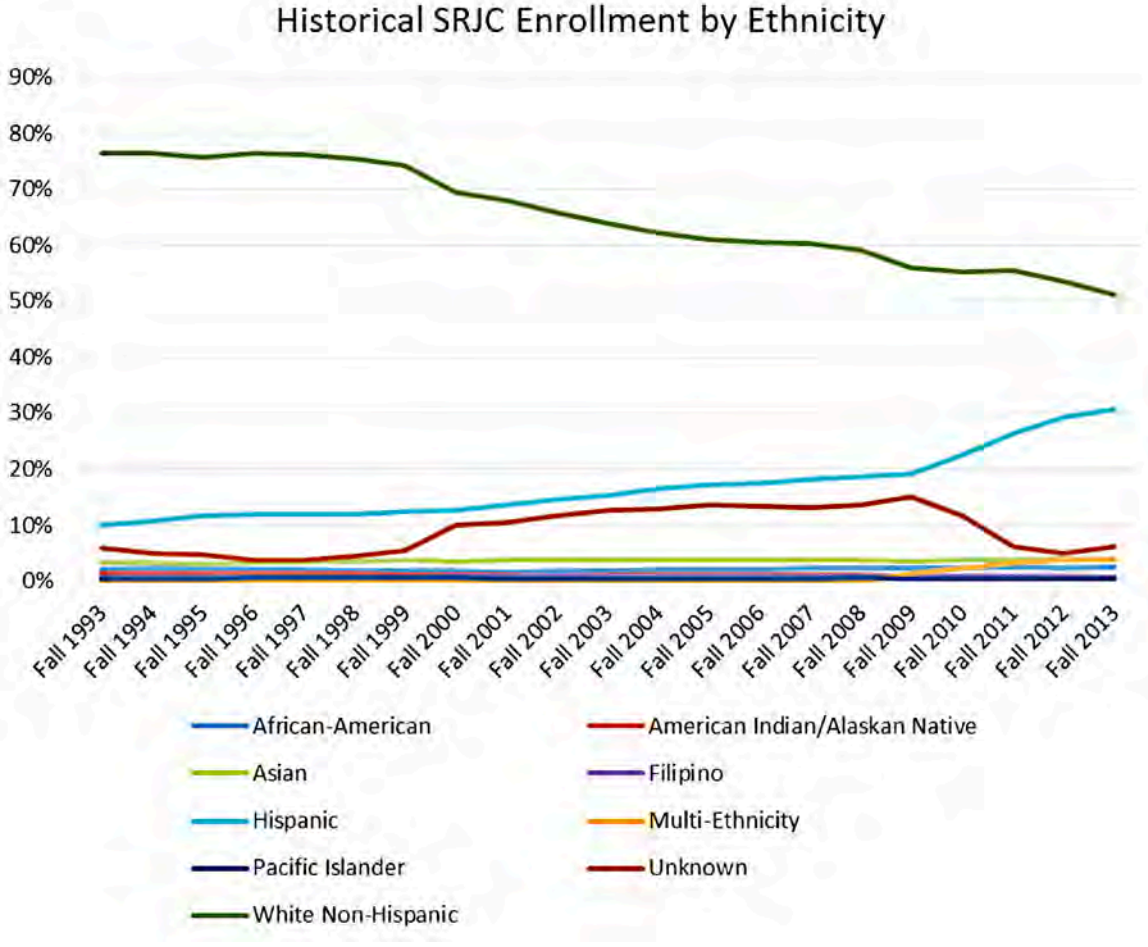
Please note there is detailed data on SRJC enrollment and the community/service area, as well as other relevant topics, in the SCJCD Fact Book, produced annually since 2001. What is presented below is a summary.

Santa Rosa Junior College, founded in 1918, enrolled students in small numbers until the 1960's. From then, enrollment increased rapidly until the economic downturns in the early 2000's which resulted in a lower number of sections offered and a concomitant decrease in enrollment.



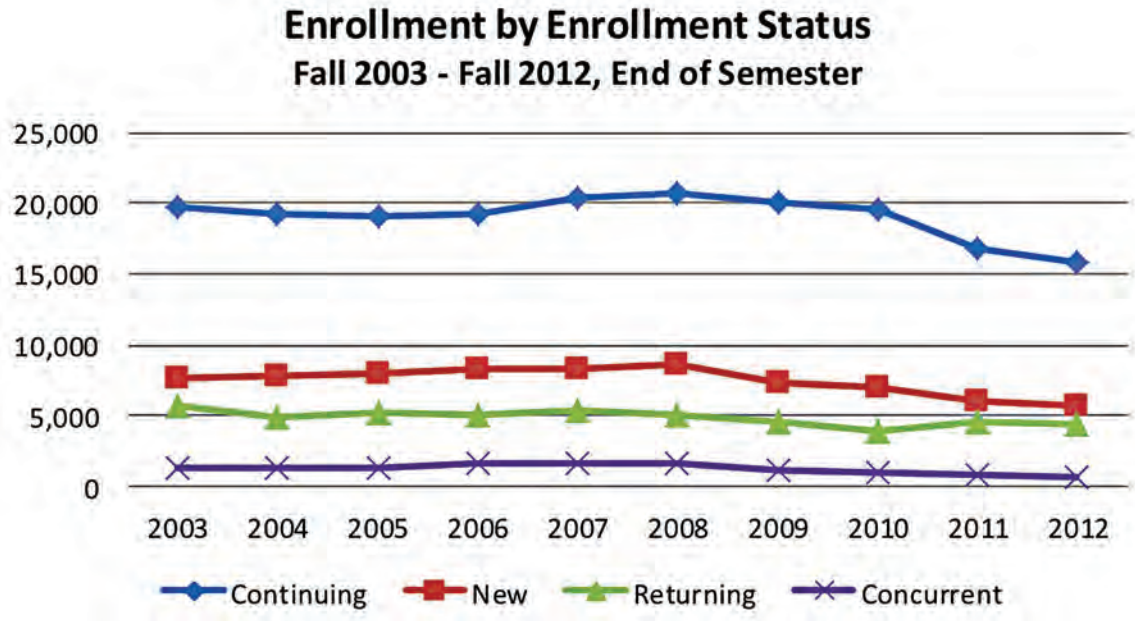
Source: SCJCD Fact Book 2013

Over the past twenty years, there has been a significant shift in the ethnic composition of students enrolled at SRJC. Most notably, the proportion of Latino students has increased while the proportion of White students has decreased (this mirrors changes in the population of Sonoma County). Currently, Latinos comprise about a third of SRJC students, and in 2014 SRJC was officially designated a "Hispanic Serving Institution," a result of having passed the 25% threshold established by the United States Department of Education.



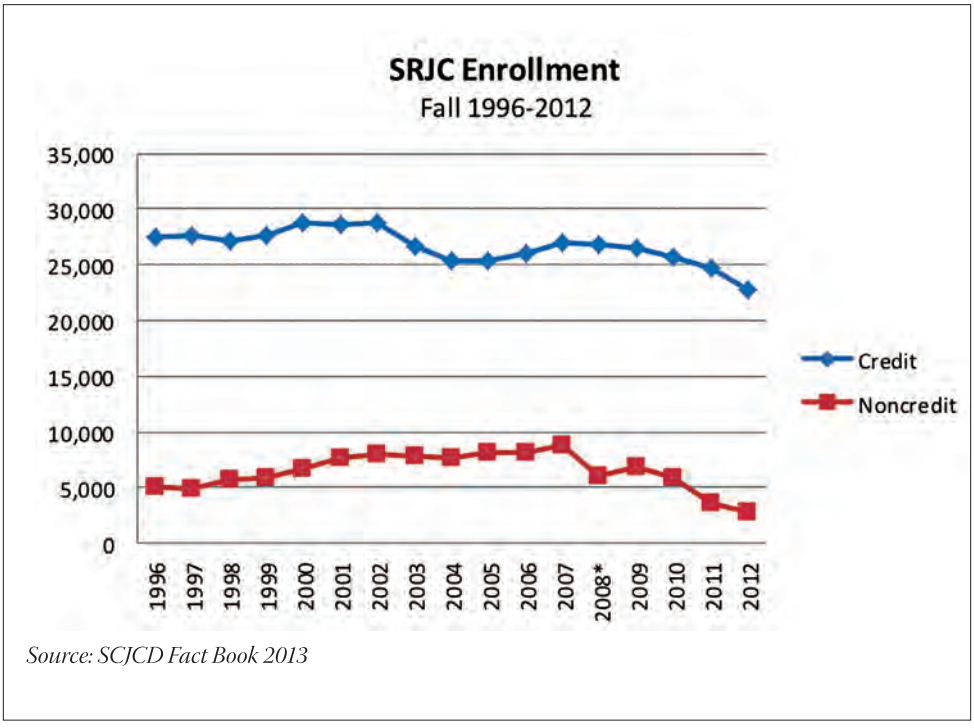
Source: Chancellor's Office DataMart

In Fall semesters, the majority of SRJC students (approximately 60%) are returning students, and approximately 20% are new students, with the remainder being returning students or concurrently enrolled high school students. (In Spring semesters, the proportion of continuing students is higher, approximately 70%, due to the persistence of students who were new in the Fall.)



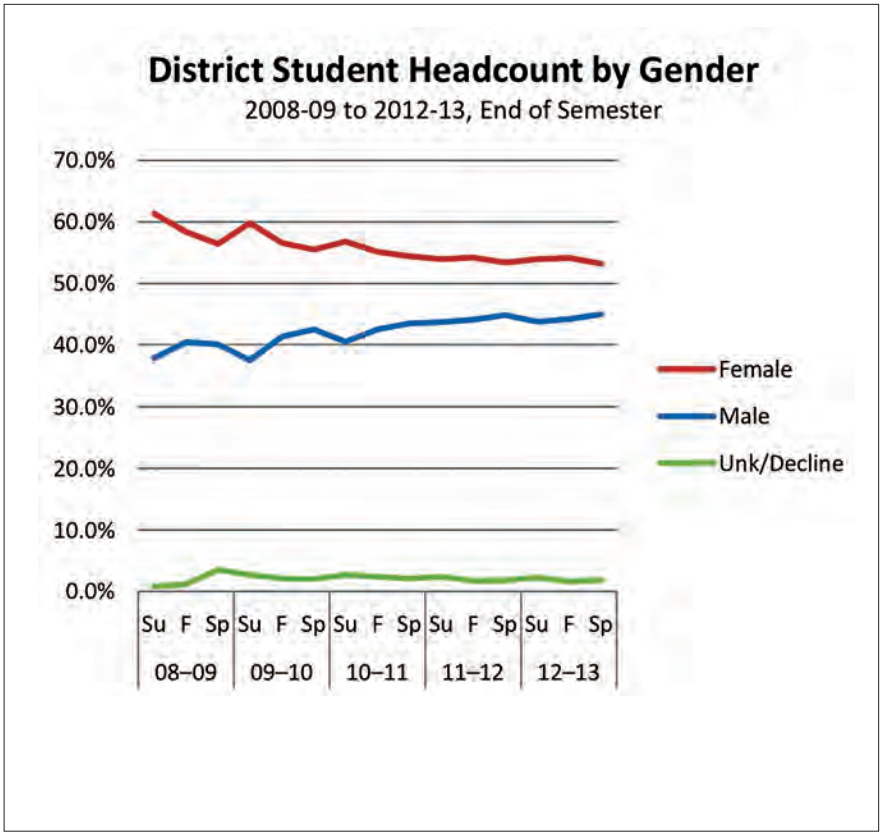
Source: SCJCD Fact Book 2013

Compared to other colleges, SRJC has a slightly larger than average noncredit program, with approximately 12% of enrollments in noncredit courses in Fall and Spring semesters (compared to approximately 10% for the state). The ratio of noncredit to credit enrollment was higher in the past, but the economic recession in the past decade caused SRJC to disproportionately cut noncredit offerings in alignment with statewide priorities.

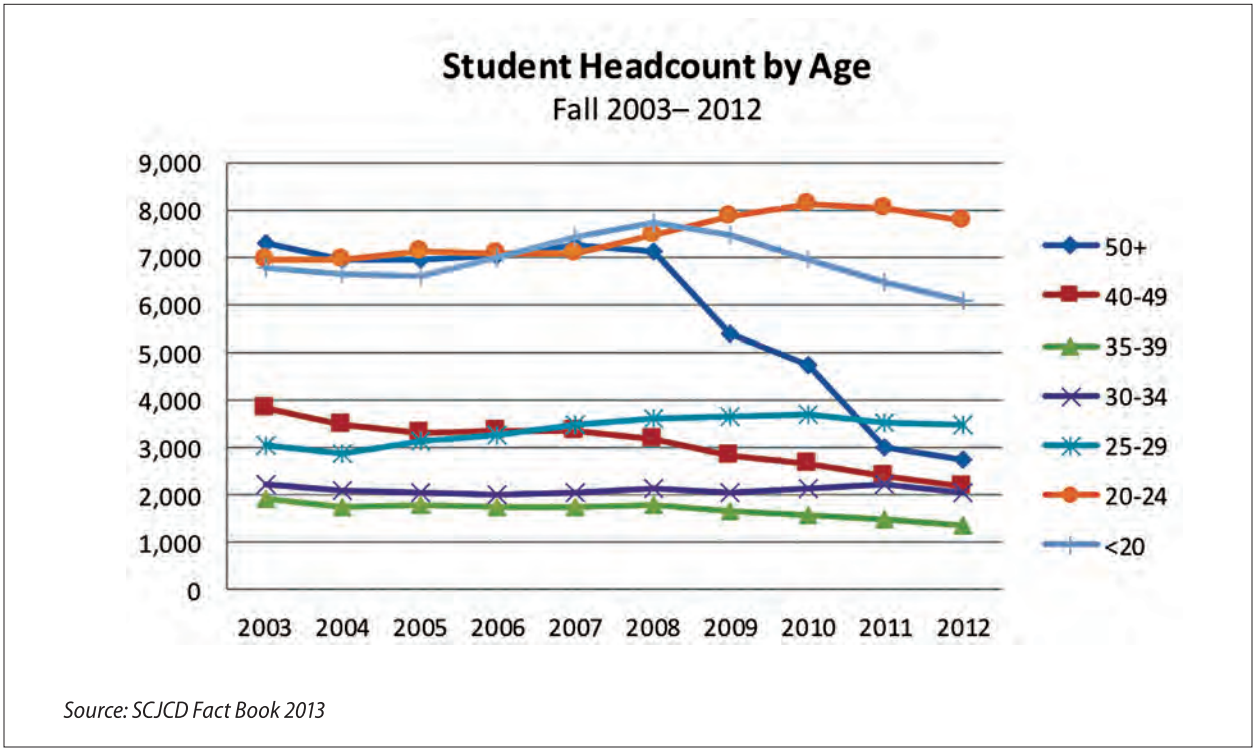


Source: SCJCD Fact Book 2013

At SRJC, female students have outnumbered male students for decades, but the gap has narrowed in the past few years. Females comprise approximately 53% of credit enrollments at SRJC.

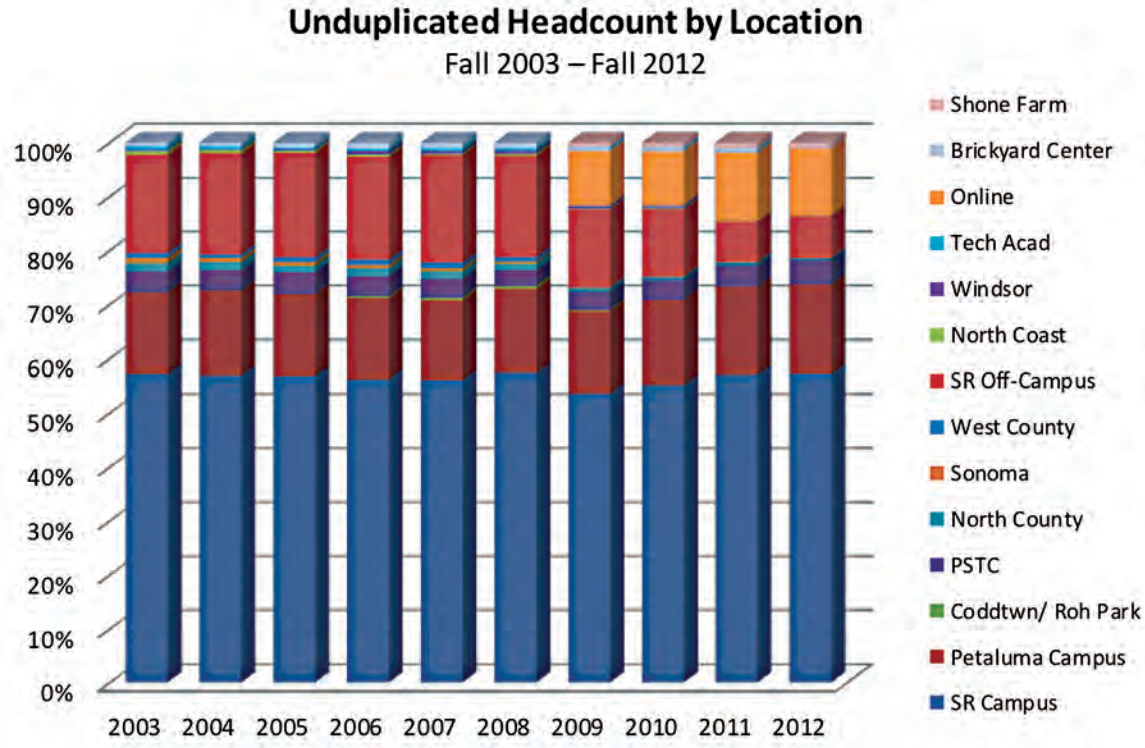


Enrollments for older students, aged 50+, and younger students, aged less than 20, decreased over the past five years. This shift occurred as a result of state budget cuts due to the recession, which caused SRJC to disproportionately cut noncredit offerings (specifically the "Older Adult" program) and severely limit concurrent enrollment of high school students, in alignment with statewide priorities.



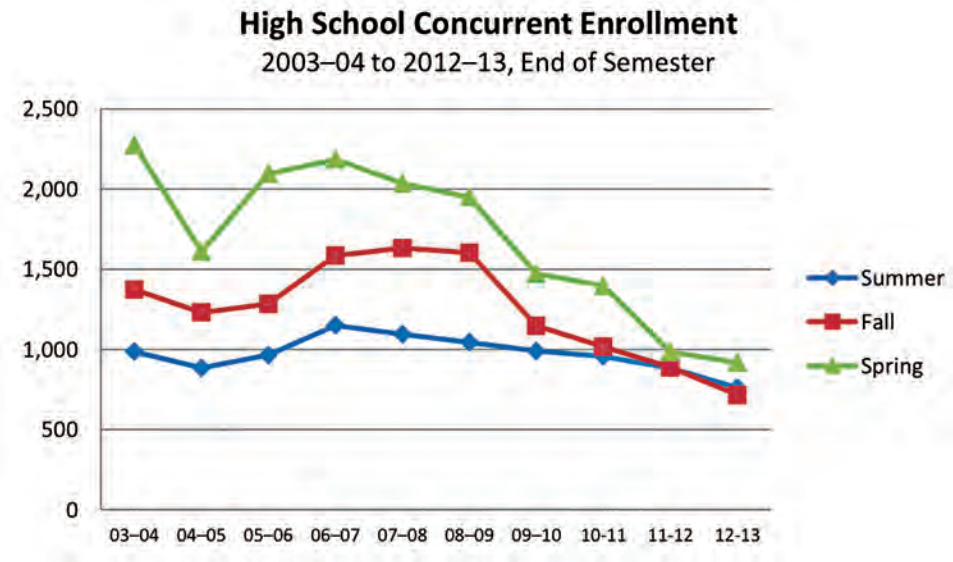
Source: SCJCD Fact Book 2013

The majority of SRJC students enroll in courses on the Santa Rosa campus, followed by the Petaluma Campus, Online, Santa Rosa Off-Campus (which includes the Southwest Santa Rosa Center), and the Public Safety Training Center.



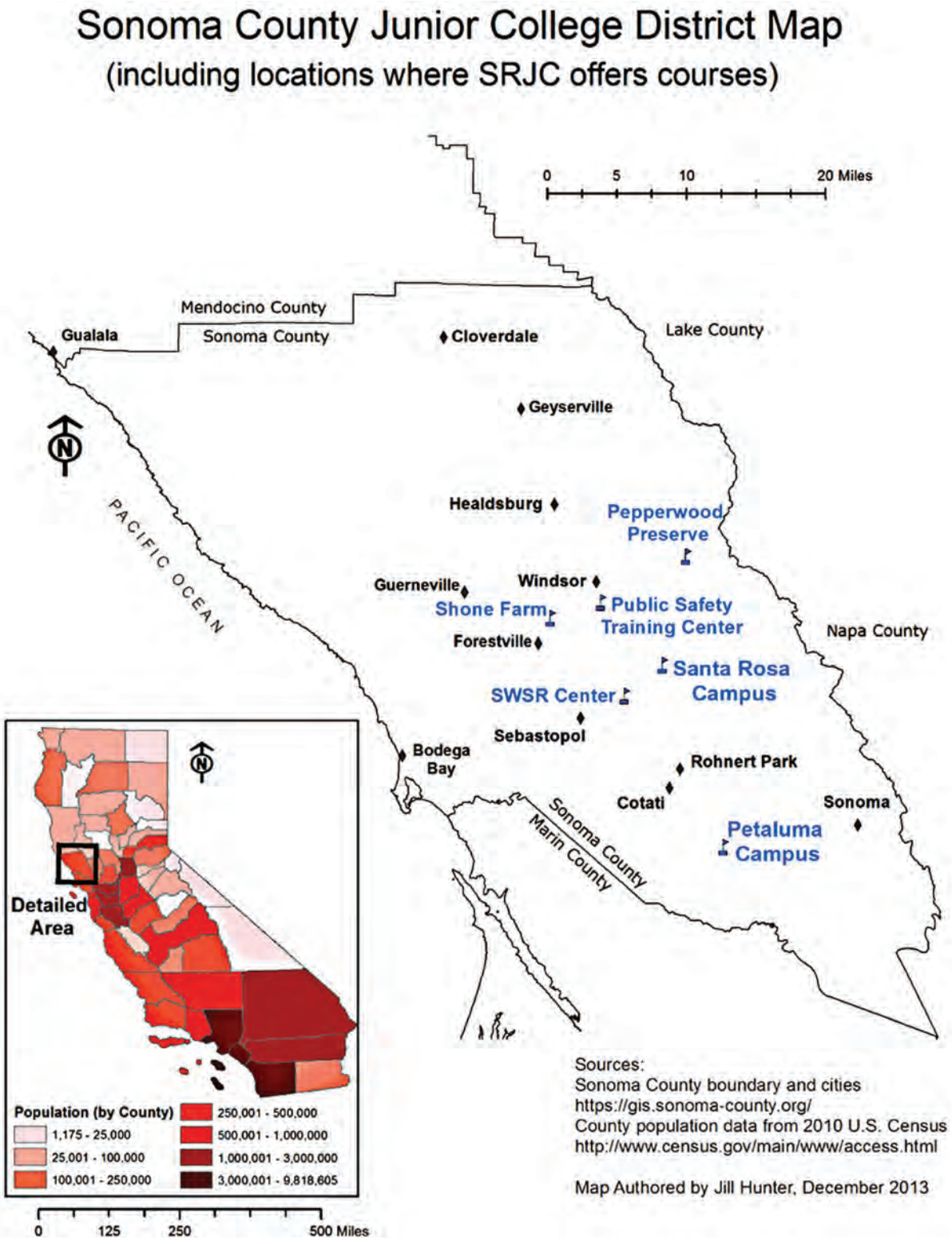
Source: SCJCD Fact Book 2013

High School concurrent enrollment at SRJC decreased dramatically as SRJC cut course offerings in response to state budget cuts during the recession. As high school students have the lowest enrollment priority, fewer could find seats in open courses. These numbers have shown an upward trend in 2014.



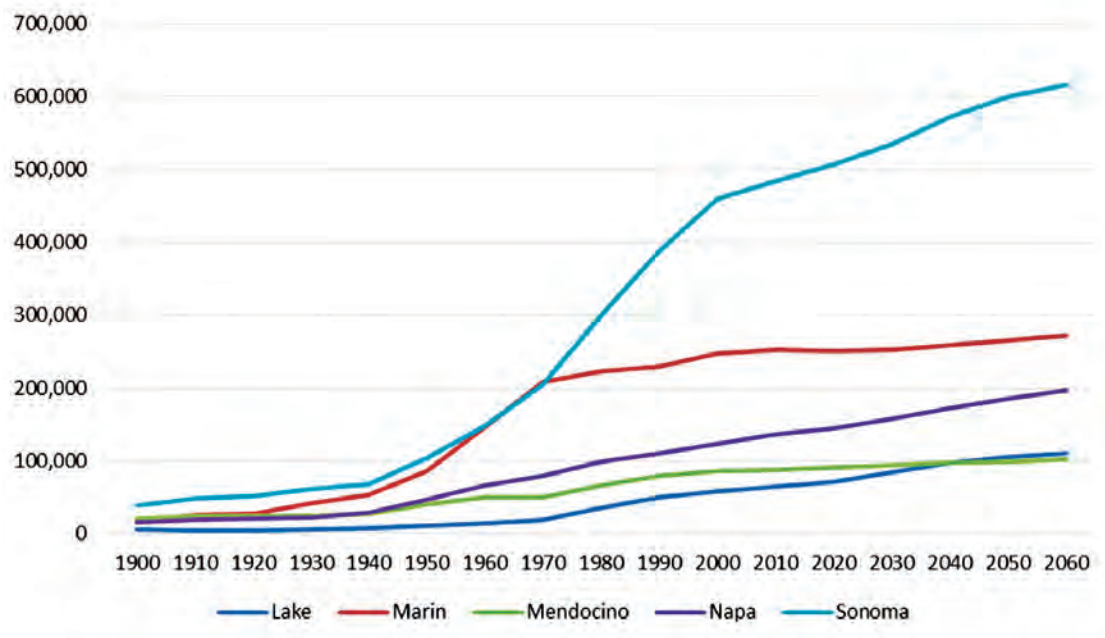
Source: SCJCD Fact Book 2013

DEMOGRAPHIC, SOCIOECONOMIC, AND LABOR MARKET DATA ON THE SERVICE AREA



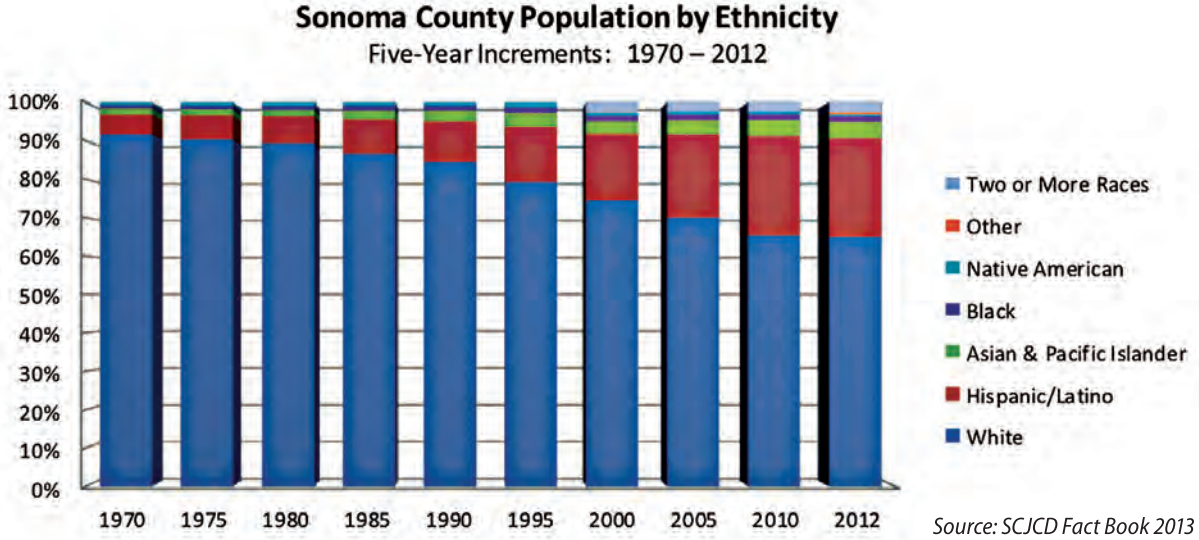
Source: SCJCD Fact Book 2013

Sonoma County is the largest of the five North Bay counties, and population is projected to continue to grow for at least the next three decades.



Source: US Census (historical data), California Department of Finance (projected data)

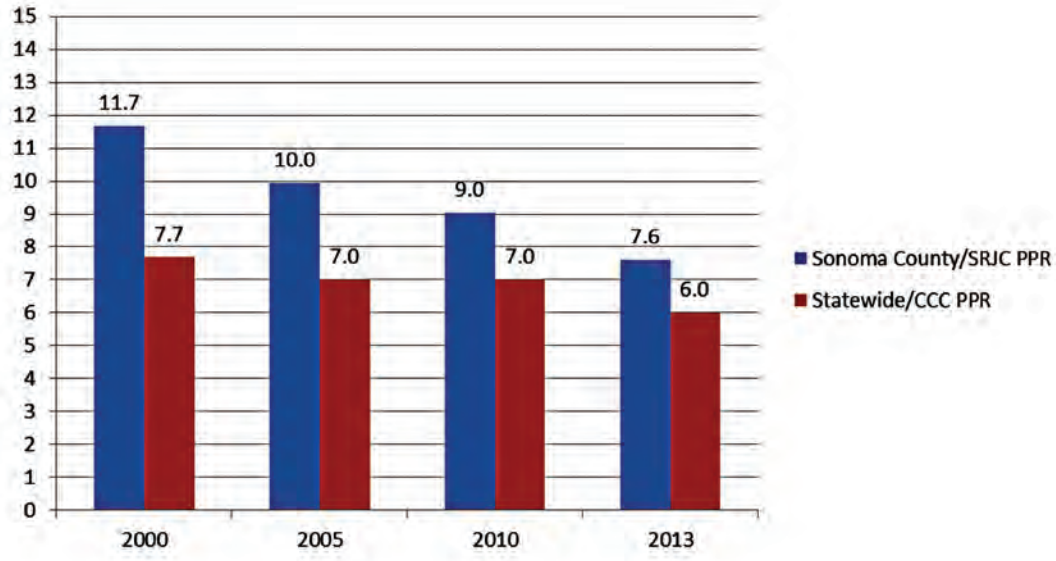
Over the past few decades, the population of Sonoma County has shifted, with the proportion of Whites decreasing while the proportion of other ethnic groups, most notably Latinos, has increased. Student enrollment has mirrored this shift, and currently Latino, Asian, and African American students are over-represented compared with their proportion in the county population. This is likely due to the fact that Whites in Sonoma County are much older on average compared with other ethnic groups. The median age of Whites in Sonoma County is 48.4, while the median age of Latinos is 25.7 (US Census). Pipeline enrollment data shows that Latinos comprise 43% of enrollments in Sonoma County Public Schools, compared to 46% for Whites (California Department of Education).



Source: SCJCD Fact Book 2013

Over time, SRJC has posted higher population participation rates than the average for other community colleges. In 2013, nearly 8 out of 100 county residents enrolled in a class at SRJC. The rate for both SRJC and community colleges statewide decreased over the past fifteen years, likely due to state budget cuts caused by the recession, which resulted in cuts in course offerings, thus limiting enrollments.

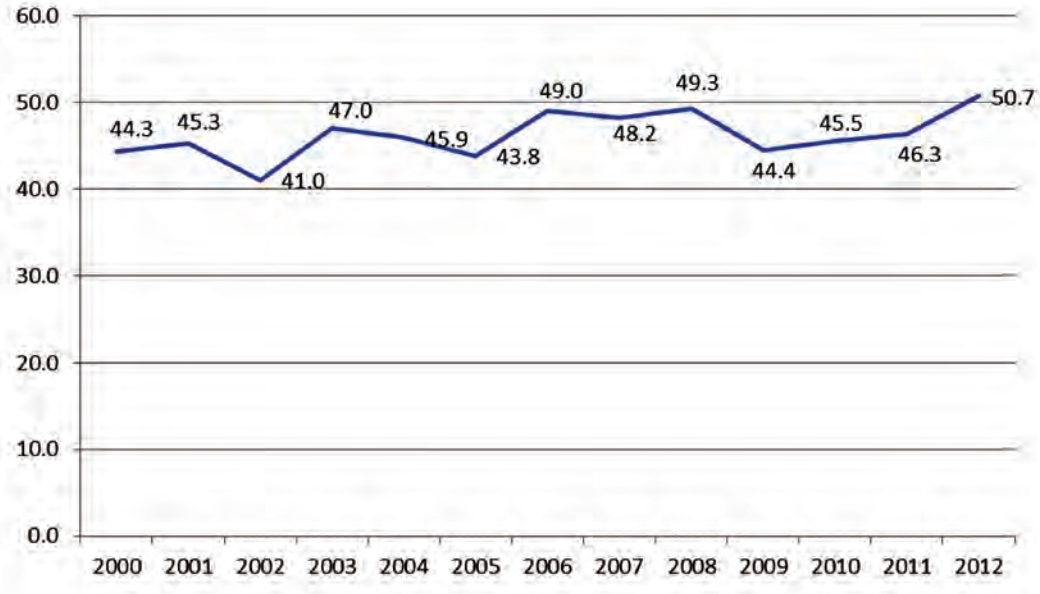
Population Participation Rates: Community College Students per 100 Residents



Source: 2013/14 SCJCD Institutional Effectiveness Assessment Report

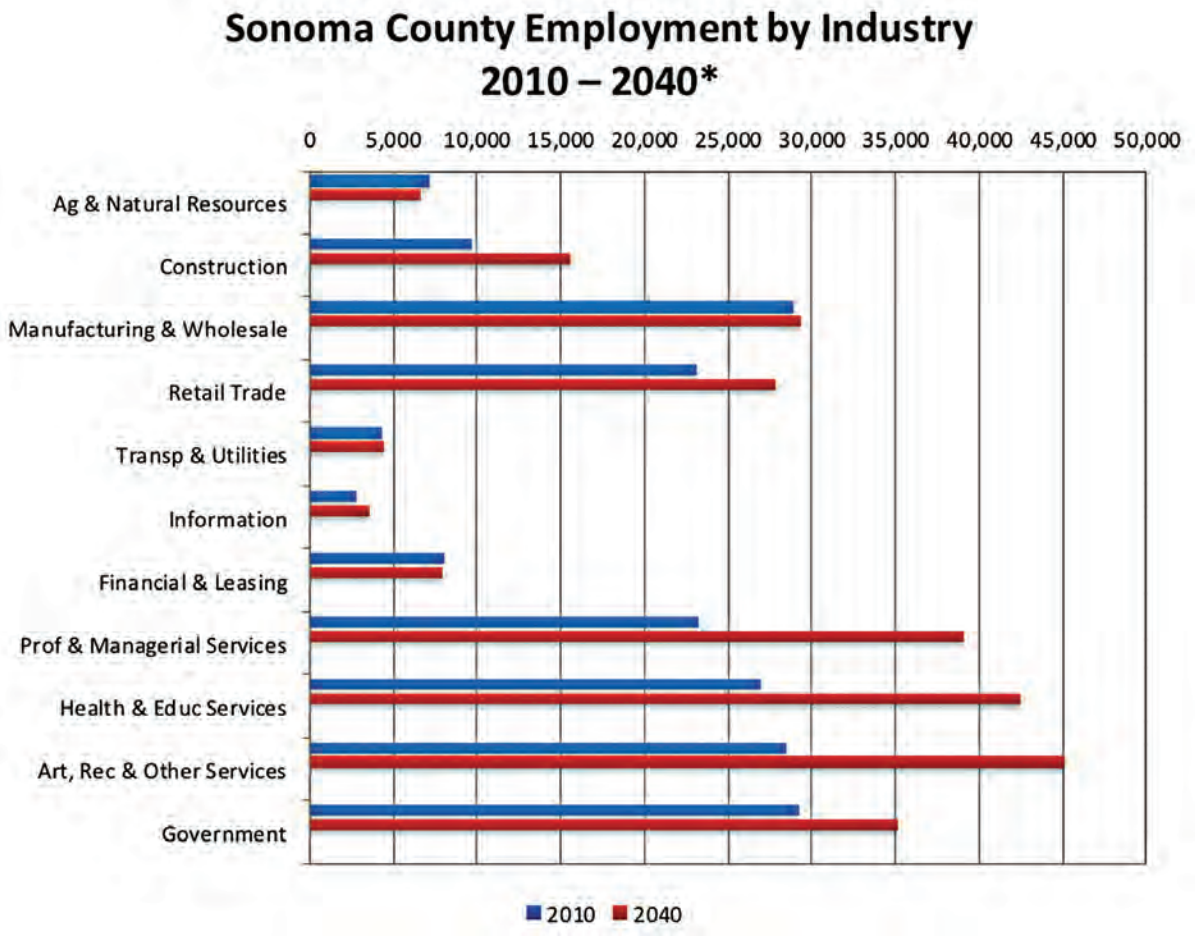
Even though, in recent years, enrollments declined and the population participation rate decreased, SRJC still enrolls a high proportion of Sonoma County high school graduates the fall semester following their graduation. Over half of the class of 2012 enrolled at SRJC.

Percent of Sonoma County High School Graduates Attending SRJC the Following Fall Semester



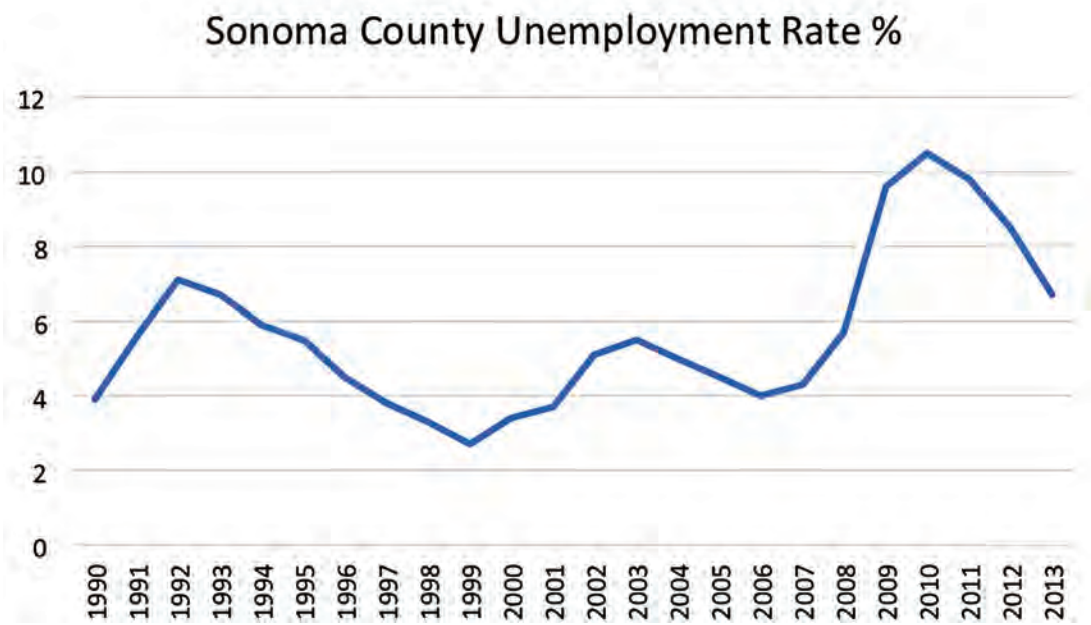
Source: 2013/14 SCJCD Institutional Effectiveness Assessment Report

The Government sector employs the largest proportion of Sonoma County residents, followed by Manufacturing and Wholesale, and Arts, Recreation and Other Services. The sectors with largest projected growth in the next twenty years include Arts, Recreation and Other Services, Health and Educational Services, and Professional and Managerial Services.



Source: SCJCD Fact Book 2013

Sonoma County generally posts a lower unemployment rate than the state and the nation. Unemployment increased in Sonoma County (as well as elsewhere) during the recession, but the rate has decreased and as of summer 2014 it was approximately 5% (US Bureau of Labor Statistics).



Source: California Employment Development Department

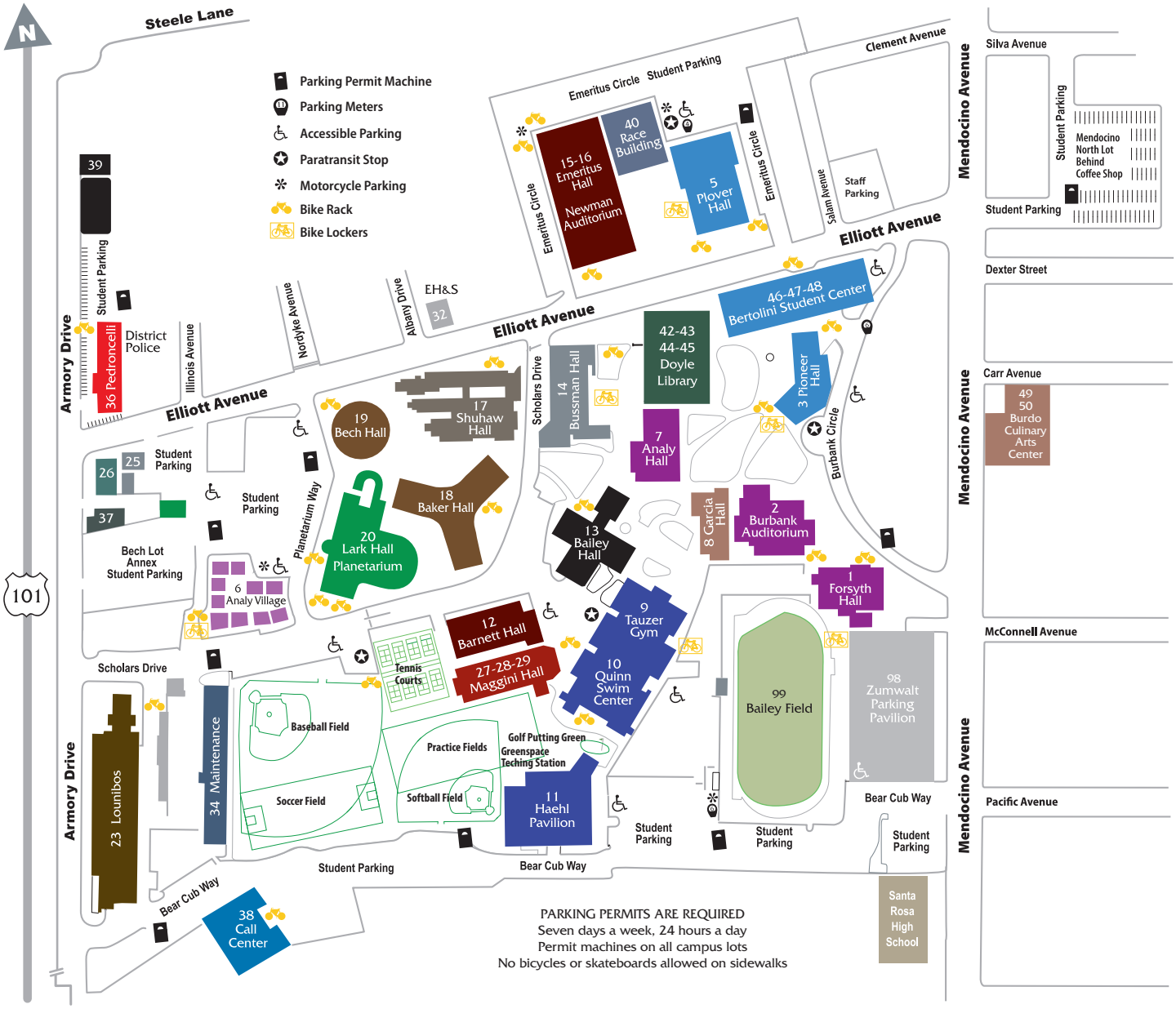
US Census reveals that Sonoma County is more affluent than the average county in California. This is evidenced by the following facts about Sonoma County, compared with the state:

- Higher rates of educational attainment
- Higher homeownership rates
- Higher median home values
- Higher income rates
- Lower poverty rates

There are some other interesting trends for Sonoma County when compared with the state:

- Higher percentage of persons 65 years and over
- Lower percentage of persons under 18 years, and under 5 years
- Lower percentage of foreign born persons
- Lower percentage of person who speak a language other than English at home

SRJC SANTA ROSA CAMPUS 1501 MENDOCINO AVENUE, SANTA ROSA, CA 95401



NO. BUILDING NAME

1 **Norton Forsyth Hall (100-199**
Music

2 **Burbank Auditorium (200-299)**
Communication Studies
Theatre Arts

3 **Pioneer Hall (300-399)**
Assistive Technology Lab
SRJC Bookstore
College to Career
WorkAbility

5 **Bernard C. Plover Hall (500-599)**
Admissions & Records
Assessment & GED Services
Financial Aid
Scholarship Programs
Student Psychological Services
Veteran's Affairs

6 **Analy Village (600-699)**
Adaptive P. E.
Disability Resources Testing Office
College Skills
Community Education
Copy Center
OakLeaf Newsletter
Traffic School/Alive at 25

NO. BUILDING NAME

7 **Analy Hall (700-799)**
Art/Photography

8 **A. M. Garcia Hall (800-899)**
Consumer & Family Studies

9 **C. J. Tauzer Gym (900-999)**

10 **Robert Quinn Swim Center (1000-1099)**

11 **Walter Haehl Pavilion (1100-1199)**

12 **Ellsworth Barnett Hall (1200-1299)**
English as a Second Language
Healthcare Workforce Dev. Prog.
High School Equivalency Prog.

13 **Floyd P. Bailey Hall (1300-1399**
Accounting
Career & Technical Education
Economic Development
Facility Planning & Operations
Purchasing
Scheduling
Superintendent/President
V P Academic Affairs
V P Business Services

14 **Peter W. Bussman Hall (1400-1499)**
Information Technology
Electronics
SRJC Museum
Staff Development

NO. BUILDING NAME

15-16 **Emeritus Hall (1500-1699)**
Liberal Arts
Newman Auditorium

17 **W. W. Shuhaw Hall (1700-1799)**
Engineering
Physics
Math

18 **Milo Baker Hall (1800-1899)**
Life Sciences

19 **George Bech Hall (1900-1999)**
Chemistry

20 **Warne Lark Hall (2000-2099)**
Agriculture/Natural Resources
Earth & Space Sciences
Greenhouse
Planetarium

23 **John Lounibos Center (2300-2399)**
Auto/Diesel Technology
Machine Technology
Welding

25 **Graphic Services**

26 **SRJC Foundation/Public Relations**

27/28/29 **(2700-2999) Albert Maggini Hall**
Business Administration
Computer Studies

NO. BUILDING NAME

32 **(1808 Albany)**
Environmental Health & Safety

34 **Facility Operations**

36 **Christine Pedroncelli Center**
District Police

37 **Lucius I. Button Building**
Human Resources
Payroll
V P Human Resources

38 **Robert Call Child Dev. Center**
Center Offices & Pre-school
Child Development

39 **Custodial Building**

40 **William B. Race Health Sciences Bldg.**
Health Sciences
Student Health Services

42/43/44/45 **(4200-4599)**
Frank P. Doyle Library
Art Gallery
CATE/Distance Education
Center for New Media
Media Services
Tutorial Services

NO. BUILDING NAME

46/47/48 **(4600-4899)**
Lawrence A. Bertolini Student Center
New Student Programs
Articulation
CalWORKs
Career Planning & Placement
Counseling
CyBear Center
Deaf & Hard of Hearing Services
Disability Resources
E.O.P.S.
Foster & Kinship Care Program
MESA Program
Puente Program
School Relations
Student Affairs
Student ID Cards
Student Employment
Student Services
Transfer Center
Work Experience
V P Student Services

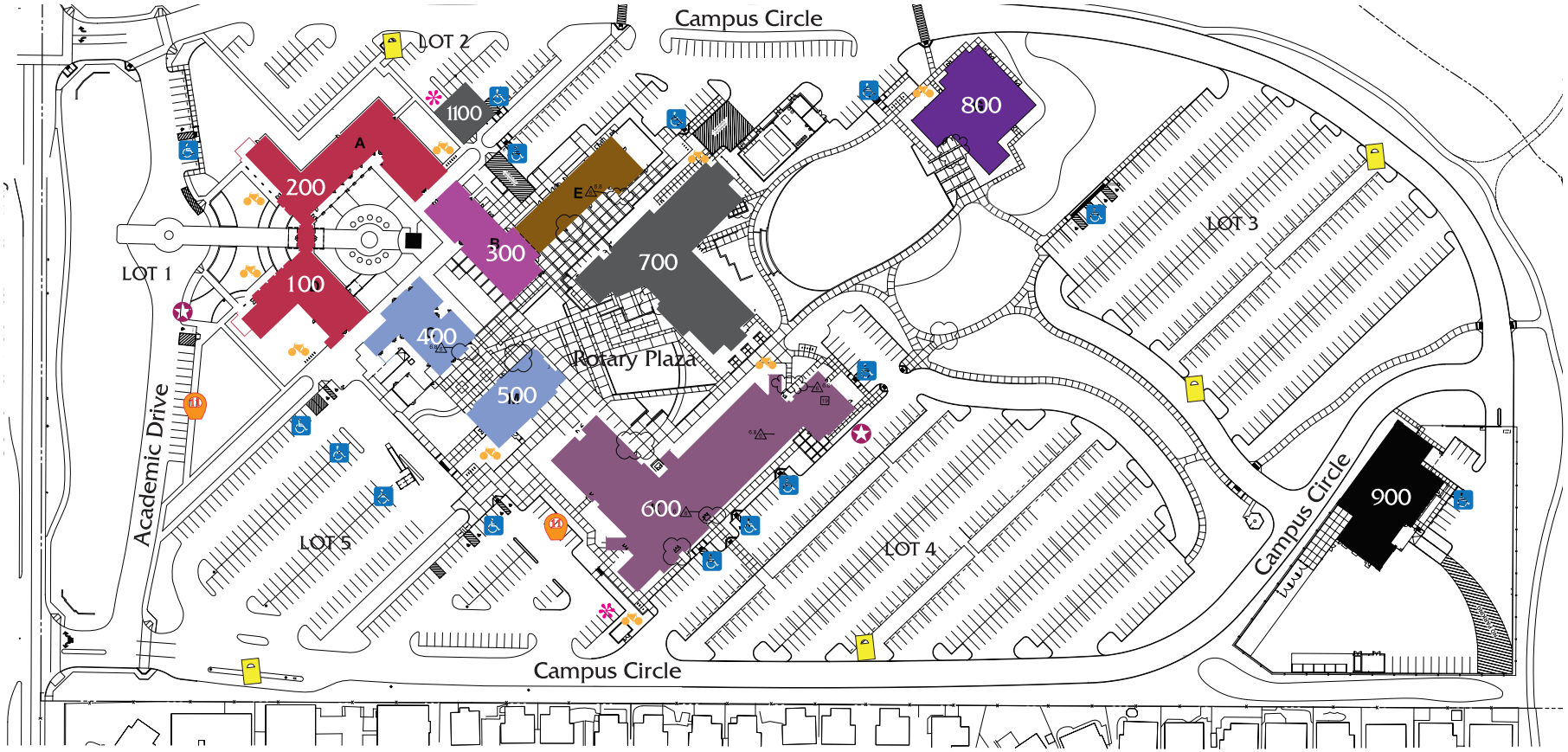
49/50 **(4900-5099)**
B. Robert Burdo Culinary Arts Center
Culinary Café
Bakery

98 **Don Zumwalt Parking Pavilion**

99 **Floyd P. Bailey Field**

http://accreditation.santarosa.edu/

SRJC PETALUMA CAMPUS, 680 SONOMA MOUNTAIN PARKWAY, PETALUMA, CA 94954



- Parking Permit Machine
- Parking Meters
- Accessible Parking
- Paratransit Stop
- Motorcycle Parking
- Bike Rack

100 John M. Jacobs Hall
110 Accounting
109 Admissions and Records
130 Art Studio
128 Assessment Testing Lab
112 Assessment Services
118 Career Center
101 Disability Resources
117 Financial Aid/Scholarships
116 Resource Center
119 Work Experience

200 Kathleen Doyle Hall
208 Chemistry Lab
252 College Skills
216 Counseling
211 Earth and Space Science Lab
236 Gateway to College
216 Transfer Center
247 Tutorial Center

300 Carole L. Ellis Auditorium
310 Auditorium
302 District Police

300 E Wing (Art & Science)
321 Art Studio
313, 317 Life Sciences Labs

400 Student Center
403 Courtyard Café
401 SRJC Foundation Lena Lafferty Fund for Excellence Dining Commons

500 Mike Smith Hall
501 SRJC Bookstore

600 Richard W. Call Building
600 Administration
649 Brandman University
622 Business Services
631 Faculty/Staff Support Workroom
633 Information Technology
641 Open Computer Lab
608 Student Affairs and New Student Programs
610 Student Health Services
690 Language Lab
651 District Office of Institutional Research

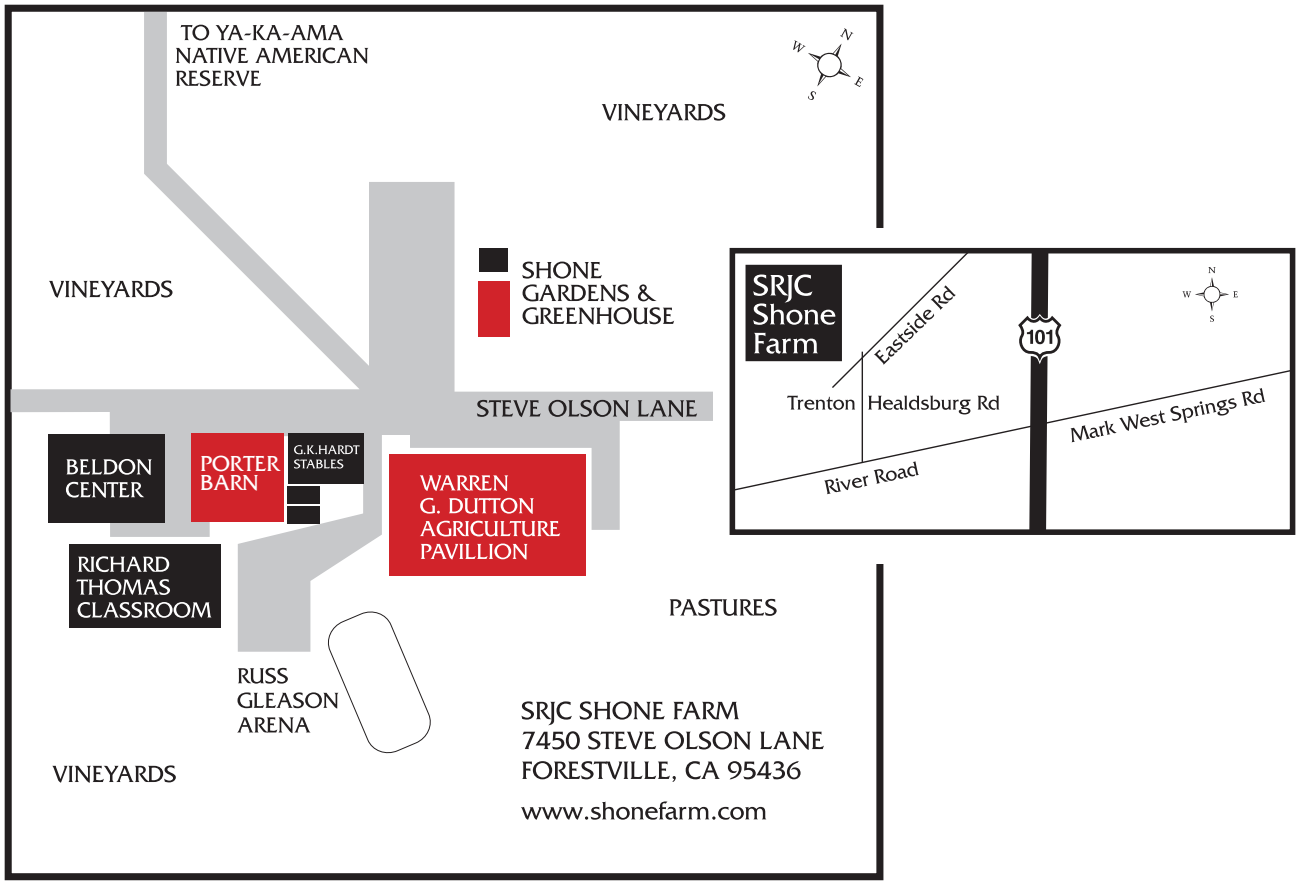
700 Herold Mahoney Library
703 Media Services
721 Connie Mahoney Reading Roc

800 Physical Fitness Center
808 Gymnasium
805 Weight Training Room

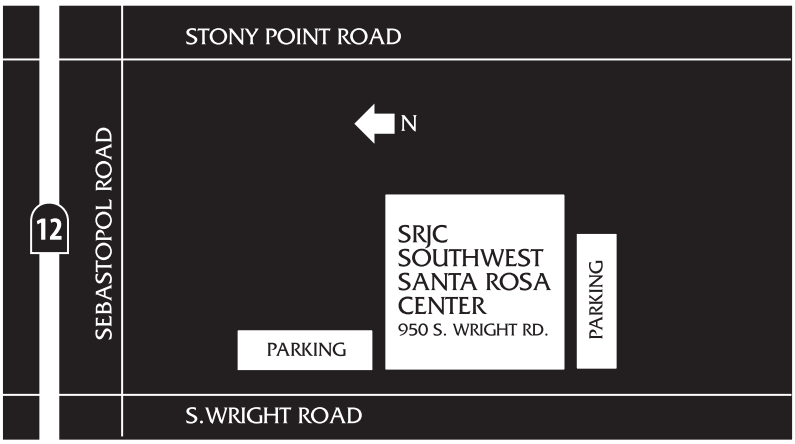
900 Maintenance Compound
901 Facilities Operations
915 Shipping and Receiving

1100 Capri Creek Classroom

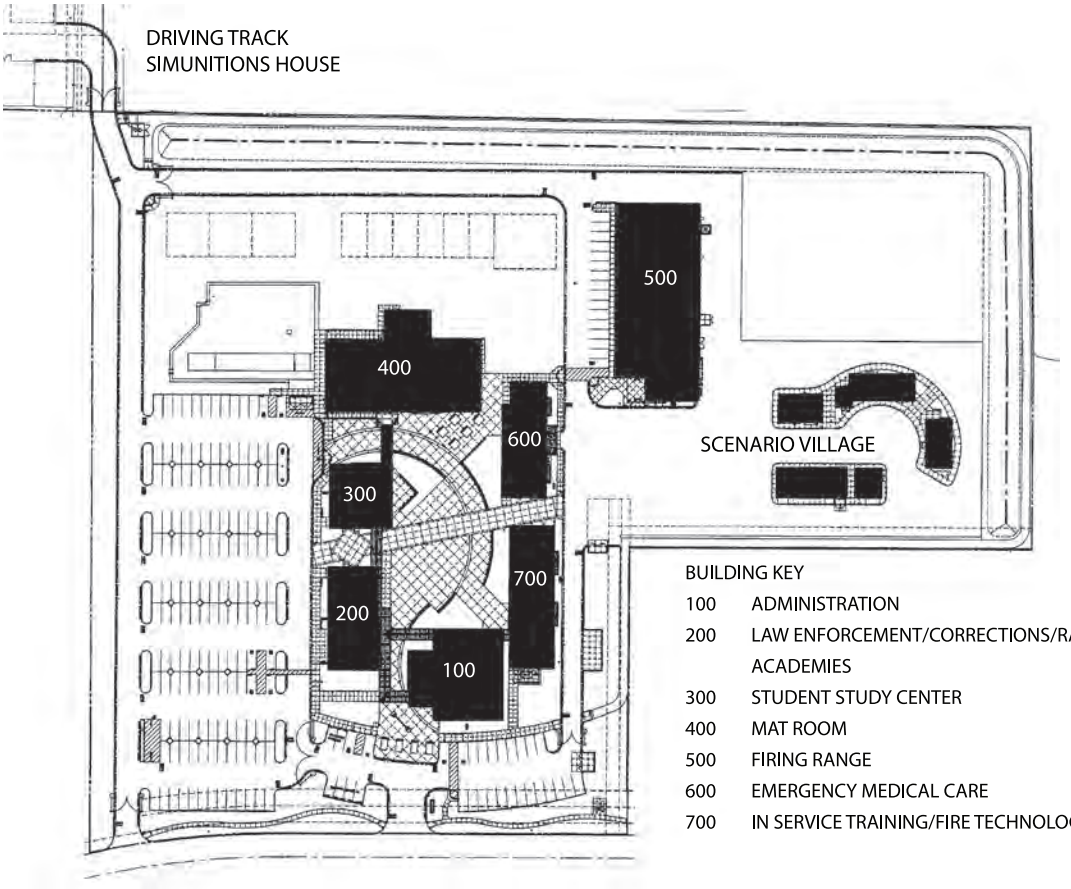
SRJC SHONE FARM, 7450 STEVE OLSON LANE, FORESTVILLE, CA 95436



SRJC SOUTHWEST SANTA ROSA CENTER, 950 S. WRIGHT ROAD, SANTA ROSA, CA 95407



SRJC PUBLIC SAFETY TRAINING CENTER, 5743 SKYLANE BLVD, WINDSOR, CA 95492



8. Educational Programs

The College's mission lists the many facets of learning and addresses this learning through over 117 majors in its degree programs, all of which can be obtained within two years of full-time enrollment. The breadth and depth of content, the length of the program, the quality, and rigor are in recognized fields of study, assured at several levels:

- At the state level by the California Code of Regulations, Title 5, and the California Community Colleges Chancellor's Office (CCCCO) through its Program and Course Approval Handbook.
- If it is a transfer major, by four-year institutions through articulation, transfer agreements, and, for California State Universities, the Transfer Model Curriculum.
- For Career and Technical (CTE) courses, by industry standards, licensing exams, and advisory boards.
- By the SRJC Curriculum Review Committee (CRC), which applies both Chancellor's Office guidelines and local guidelines and policies to ensure that programs align with the mission and meet prescribed standards for quality and rigor.

9. Academic Credit

The CRC regularly reviews all courses and majors to confirm that academic credit is awarded according to the definitions set by Title 5, in which one credit reflects three hours of coursework per week over a semester of at least 16 weeks (17.5 weeks at SRJC), whether the hours are spent entirely in class (lab) or, for lecture, one hour in class and two hours outside. The definition of academic credit—referred to as units at SRJC—is published in the College Catalog and Schedule of Classes, in both print and online versions. Unit calculation for every course applies to the Distance Education version as well.

10. Student Learning and Achievement

Student learning outcomes are defined and posted for every certificate and major program, for General Education, and for all courses. Academic departments are responsible for assessing major and certificate learning outcomes and all courses within each program and posting assessment results on the SLO Assessment website. Major and certificate programs undergo regular program review according to District policy that includes assessment of student achievement of learning outcomes as a factor in determining the vitality of a program.

11. General Education

General Education (GE) courses are a substantial component of all degrees, conforming to the local requirements for an Associate's degree or for a transfer degree to CSU or the University of California. General Education courses are listed in the print and online versions of the College Catalog and Schedule of Classes, as well as specific College webpages. General Education Learning Outcomes (GELOs) are posted on a page within the SLO website. Courses proposed for GE are reviewed and recommended by a subcommittee of the Curriculum Review Committee, ensuring that baccalaureate levels of competence in reading, writing, and mathematics are demonstrated. GE requirements also include introductory courses covering theory and content in the sciences, humanities, and social sciences. Most of the GELOs parallel Institutional Learning Outcomes (ILOs) and have been assessed at least twice through the tri-annual Student Survey.

12. Academic Freedom

The Board of Trustees recognizes that academic freedom is necessary to the pursuit of truth and supports the principles of academic freedom described in the contract negotiated between faculty bargaining units and the District. Contract language to this effect is incorporated into District policy. The College maintains and reviews its policies regarding academic freedom and reinforces its support by including among its Values "academic freedom balanced with academic responsibility, integrity, and ethical behavior."

13. Faculty

The College uses the Chancellor's Office's Faculty Obligation Number (FON) as its definition of a sufficient core of full-time faculty and adheres to that standard. Currently the College employs about 279 full-time instructors. Rigorous hiring practices ensure that faculty are well-qualified and experienced, and an ongoing professional development program supports faculty expertise in pedagogy and their respective disciplines. District policies and the District/All Faculty Association (AFA) contract define faculty responsibilities, including curriculum development and review and the assessment of student learning.

14. Student Services

As stated in its mission, SRJC provides a comprehensive range of student development programs and services that support student success and enrich student lives. Services are designed to be accessible to all students, including those enrolled in Distance Education courses, and comprise orientation, assessment, planning, advisement, and other interactions to help students meet their educational goals.

15. Admissions

Consistent with its mission, the College ensures open and equitable student access. Admissions policies and procedures appear in the College Catalog, Schedule of Classes, District Policy Manual, and Admissions and Registration webpages. The College consistently communicates and adheres to all policies, which are regularly reviewed and updated to respond to any changes in state requirements. Over recent years, the College has effectively used email and communications through student portals to strengthen its communications regarding any policy or procedure changes.

16. Information and Library Resources

SRJC maintains two full-service libraries, offering free access to physical and online sources of information to the college community at all locations and through all methods of delivery. Experienced librarians assure that resources for short-term and long-term access, both owned and through contractual agreement, support the College mission and instructional programs. The College offers learning support for academic programs through tutorial centers and labs at various locations.

17. Financial Resources

The College is predominately funded by local property taxes and state apportionment. Additional operations funds are obtained from federal, state, and private sources such as grants. The College maintains prudent financial management practices, including a reasonable reserve fund for contingencies, assuring financial stability for the foreseeable future. The College uses its Program and Resource Planning Process (PRPP) as the primary system for ensuring that financial development supports student learning programs and services.

18. Financial Accountability

The College is audited on an annual basis by an independent accounting firm. Certification of the audit report is recorded by the Board and transmitted to local and state educational authorities. The external audit firm adheres to standard California Community Colleges regulations. A statement of audit procedures and findings, as well as a copy of the budget and management letters, is on file in the Business Services Office and is accessible through the institutional Planning website.

19. Institutional Planning and Evaluation

The College employs multiple methods to evaluate and communicate its ability to accomplish its purposes. These methods include:

- Comprehensive PRPP Reports from all departments and units
- The Fact Book, published by the Office of Institutional research
- The Institutional Effectiveness and Assessment Report
- Student Learning Outcomes Assessment Reports posted on the SLO SharePoint website
- Regular updates to the Board of Trustees regarding student achievement, plans to address internal and external initiatives, and policy revisions to improve institutional structures and processes
- Strategic Plan Scorecard

The College's decision-making process, based on PRPP reports and a comprehensive assessment of progress towards its goals, is reflected in reports from the Institutional Planning Council. The above information on the institution's achievement towards it goals, as well as it planning and evaluation processes, is available to the public on the Institutional Planning website.

20. Integrity in Communication with the Public

Both the print and online versions of the SRJC College Catalog provide the public with precise, accurate, and current information. This is reinforced with a disclaimer statement in the print version referring readers to the online version for the most current information. Furthermore, the College webpages offer quick access to all essential information. This includes: Location and website information regarding all College sites; the District mission; all course, certificate, major, and other program offerings; academic calendars and program length; statement on academic freedom; financial aid and scholarship information; available learning resources, such as libraries and tutorial centers; names and degrees of faculty; names of the members of the Board of Trustees. Furthermore, the College Catalog, Schedule of Classes, and online sources list all requirements regarding admissions; fees and other financial obligations; and degrees, certificates, graduation, and transfer.

The above mentioned publications and online sources include major policies that affect students: academic regulations; academic integrity; nondiscrimination; acceptance of transfer units; grievance and complaint procedures; sexual harassment; and refund of fees.

The Catalog is available for purchase in the SRJC bookstores at both the Santa Rosa and Petaluma Campuses. Copies are also available in the libraries, and in the Counseling department, and are distributed annually to every department, office, and unit. The online version is directly available from the SRJC homepage.

21. Integrity in Relations with the Accrediting Commission

The Board of Trustees provides assurance that the College adheres to the eligibility requirements and accreditation standards and policies of the Commission in its adopted policies and by its validation of the Self Evaluation report. The College maintains communication with the Commission regarding any changes in its status and agrees to disclose accurate and complete information as required by the Accrediting Commission, complying with all requests, directives, decisions, and policies.

Certification of Continued Institutional Compliance with Commission Policies

A. Policy on Distance Education and on Correspondence Education

In April 2012 the College submitted to ACCJC a Substantive Change Proposal for new Distance Education Programs (1). The request to add additional online degrees and certificates included detailed explanation of the College's compliance with ACCJC's policy and standards regarding Distance Education (DE), and the approval of the proposal in September 2012 acknowledged that compliance (2). Since then, the College has maintained or improved its policies and practices for DE courses and programs. Two institutional changes—the development of a new mission statement and significant revisions to the DE policy—have occurred since the approval, but these have only enhanced the College's ability to maintain its compliance with Commission policy.

Change in Mission Statement: As part of the process that developed the 2014-19 Strategic Plan, the College revised its mission statement to better align its educational purpose and core function with the College's intent as a California Community College. The new mission statement is:

> *SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.*

The mission includes six descriptive statements, two of which are pertinent to Distance Education in that they apply to the extended learning opportunities and support offered through DE programs:

- *We focus on student learning by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.*
- *We provide a comprehensive range of student development programs and services that support student success and enrich student lives.*

As described in the Substantive Change Proposal, DE courses follow the same course outlines of record and degrees and certificates have the same program requirements as face-to-face versions. Student learning outcomes are the same as well, and assessed through each department's assessment plan. Evaluation of faculty teaching DE courses follows guidelines and procedures aligned with face-to-face evaluations. The College is able to support its DE students through its web presence and online resources.

Revision to Distance Education Policy and Procedure 3.28 and 3.28P: The changes in this policy and its procedures for implementation, approved by the Board of Trustees in March 2014, substantially strengthened, explicated, and clarified policies and procedures for Distance Education at SRJC. The most recent version fully aligns with ACCJC policies and clearly details the responsibilities of all individuals and groups involved in DE support, delivery, and evaluation (3).

B. Policy on Institutional Compliance with Title IV

SRJC complies with Title IV of the Higher Education Act. The institution closely monitors both the draft and final cohort rates of student loan defaults and manages those defaults. The September finance quarterly report to the Board of Trustees stated that the 2014 three-year default rate was 16.3 percent. The ongoing, posted default rates, for both two-year and three-year defaults, remain under the sanction levels relative to comparable institutions (4).

C. Policy on Institutional Advertising, Student Recruitment, and Representation of Accredited Status

SRJC complies with the all components of the above policy in its print, web, social media, radio, video, face-to-face, and other methods of communication with its students and the public.

Advertising: In promotional materials and presentations, the College consistently emphasizes its educational purposes and the services that support them, providing accurate and complete information about its programs. The College Catalog is the most comprehensive document representing the College, covering all required information as well as College policies pertinent to students. The Schedule of Classes conveys the same. Both publications refer readers to online versions for the most current information. Further details about the content of the Catalog are listed in Standard II.B.2.a (5).

Student Recruitment for Admissions: The College represents itself accurately in its recruitment efforts, using only qualified instructors, faculty, or other trained staff or students to communicate information to potential students. The majority of scholarships are for current students and include merit and academic achievement. The one scholarship offered to high school graduates who intend to enroll in the College is the Doyle Scholarship, which is based on a grade point average of 3.0.

Representation of ACCJC Accreditation Status: SRJC has a history of continued accreditation and states its status clearly in the College Catalog and on relevant web pages. The College consistently keeps the Commission informed about any changes.

D. Policy on Institutional Degrees and Credits

The College continues to comply with ACCJC policies on awarding appropriate credit for academic programs.

Academic Study of Sufficient Content, Breadth, Length, and Rigor: As a California Community College, SRJC must comply with Title 5 and its interpretation through the Chancellor's Office Program and Course Approval Handbook. These regulations mirror federal and ACCJC definitions and policies. Furthermore, all transfer level courses must comply with the expectations regarding baccalaureate level work defined by four-year institutions. These high level, degree appropriate standards are upheld by District policies and the regular review process by the Curriculum Review Committee.

Student Learning Outcomes (SLO) Assessment: All courses, certificates, and majors have student learning outcomes listed in course outlines and program web pages, respectively. SLOs have been developed through collegial discussion and approved by the Curriculum Review Committee as appropriate for each course or program. Assessment occurs at the course level and program level, with posted results showing that the majority of students are achieving the SLOs of the courses leading to certificates and majors. Results of SLO assessments are included in the College's review process for degree and certificate programs, as described in Policy and Procedure 3.6 and 3.6P. Achievement of Institutional Learning Outcomes is communicated through reports on the Student Survey posted on the Institutional Planning website.

E. Policy on Institutional Integrity and Ethics

SRJC addresses the importance of integrity in the Value statements developed as part of the 2014-19 Strategic Plan. Two statements in particular contain elements that emphasize integrity and ethics:

- *We value Academic Excellence that includes: Academic freedom balanced with academic responsibility, integrity and ethical behavior.*
- *We value Diversity that includes: Honesty and integrity in an environment of collegiality and mutual respect.*This philosophical foundation supports the College's compliance with ACCJC's policy on institutional integrity and ethics.

1. The College upholds and protects its integrity and high ethical standards in all of its operations and interactions with students, employees, managers, Board members, the public, and other entities to which it is responsible.
2. The College provides ACCJC with required reports, supplies the Commission with complete and accurate information, and submits any requested information as soon as possible.
3. The College represents itself accurately in all situations and official communications. Information regarding educational programs, admissions, student services, costs, financial aid, transfer, tuition refunds, and accreditation status are accessible to students and the public through print and web versions. Part C above addresses this in further detail.
4. The College has policies on academic freedom, academic integrity, and conflict of interest, as well as a policy stating District expectations concerning employees' compliance with Board policies and administrative procedures. This is detailed in item 6 below.
5. SRJC employees reflect the College values of integrity in their interactions with students and prospective students, providing complete and accurate information about the institution, its educational programs, and policies, including those regarding transfer, preparation for licensure exams, and accreditation status. Faculty, staff, and administrators use a variety of means to effectively and thoughtfully communicate with students, including formal and informal face-to-face interaction, email, College publications, phone, web pages, and Student Portal messages.
6. The District has several policies regarding integrity, including procedures to address failure to comply with those policies. All policies are accessible from the College webpage (6).
   - The Board of Trustees follows Policy 0.22, the Code of Ethics for Board Trustees, as well as a Conflict of Interest Code
   - Board Policy 2.2, Management Guidelines and Procedures defines ethical behavior for managers
   - The Academic Senate Professional Ethics Code in Policy 2.6.2 applies to faculty
   - The Professional Classified Employees Code of Ethics has been adopted by the Classified Senate
   - The policy and procedure concerning academic integrity for both students and faculty is published in the College Catalog and Schedule of Classes and is a recommended component for course syllabi
   - Policy 2.0 states that employees who violate policy face disciplinary action. Specific consequences are described in employee/District contracts.

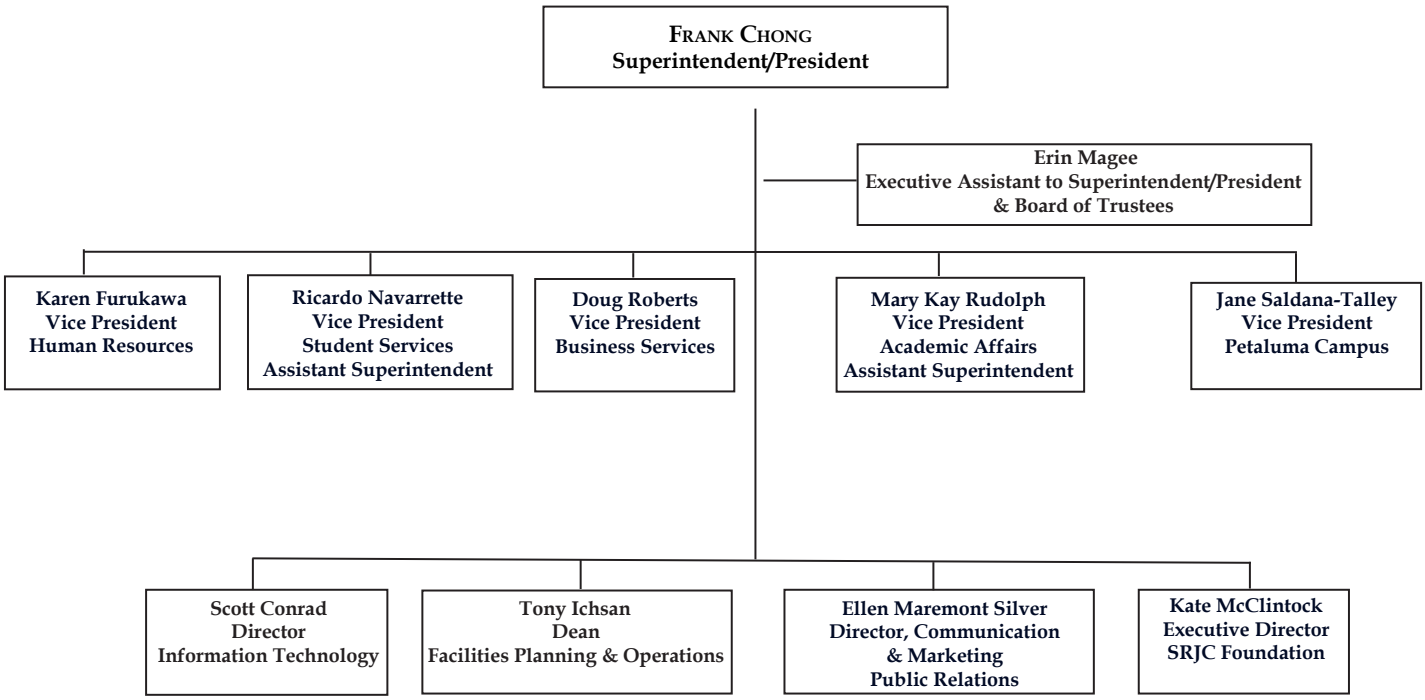
   Standards of Conduct for students are listed on the College website and in the College Catalog and Schedule of Classes. Discipline procedures for violating those Standards are on the same pages.
7. The District has policies that describe procedures for both employees and students for formal and informal complaints. Policy 4.14 lists the location of specific policies for different types of complaints by employees, along with the initial contact. Procedures for student complaints are in Policy 8.2.2/8.2.2.P. The District has a hotline and a website through District Police for anonymous tips for any situation, including questionable accounting practices or suspected fraud (7). The need for confidentiality or anonymity is acknowledged and respected.
8. The District welcomes and supports visiting teams and has maintained a collegial relationship with ACCJC and the external evaluation experience. The College remains in full compliance with all Self Evaluation procedures, Eligibility Requirements, Accreditation Standards, and Commission policies.
9. As stated in item 2 above, the College provides all information required by the Commission. While nothing out of the routine requirements has been requested in the College's history with ACCJC, the College is prepared to offer full disclosure of any information should it be requested. Furthermore, the College has complied with all ACCJC directives, decisions, and policies for decades and will continue to do so.

F. Policy on Contractual Relationships with Non-Regionally Accredited Organizations

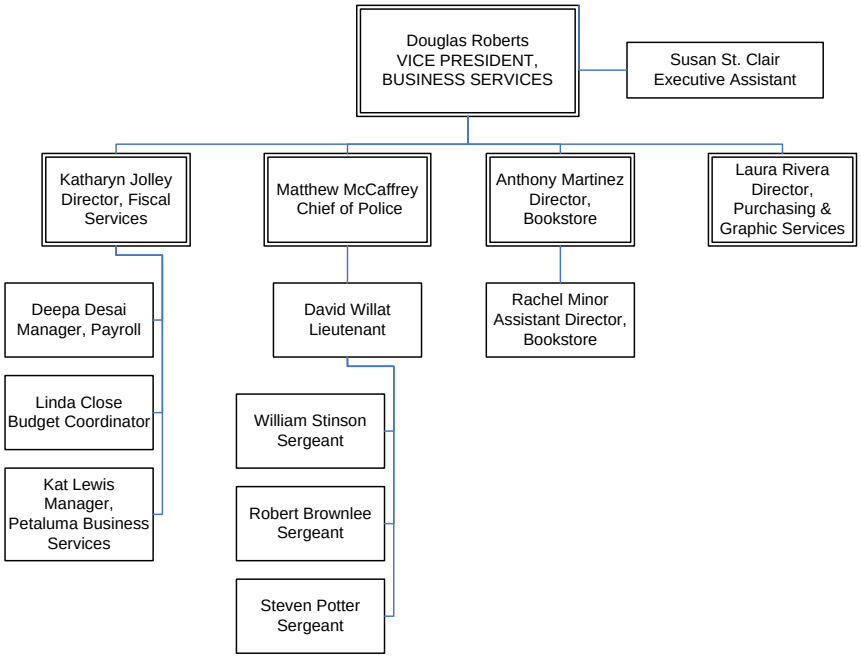
SRJC does not maintain any contractual relationships with non-regionally accredited organizations.

The Organizational Charts (November 2014)

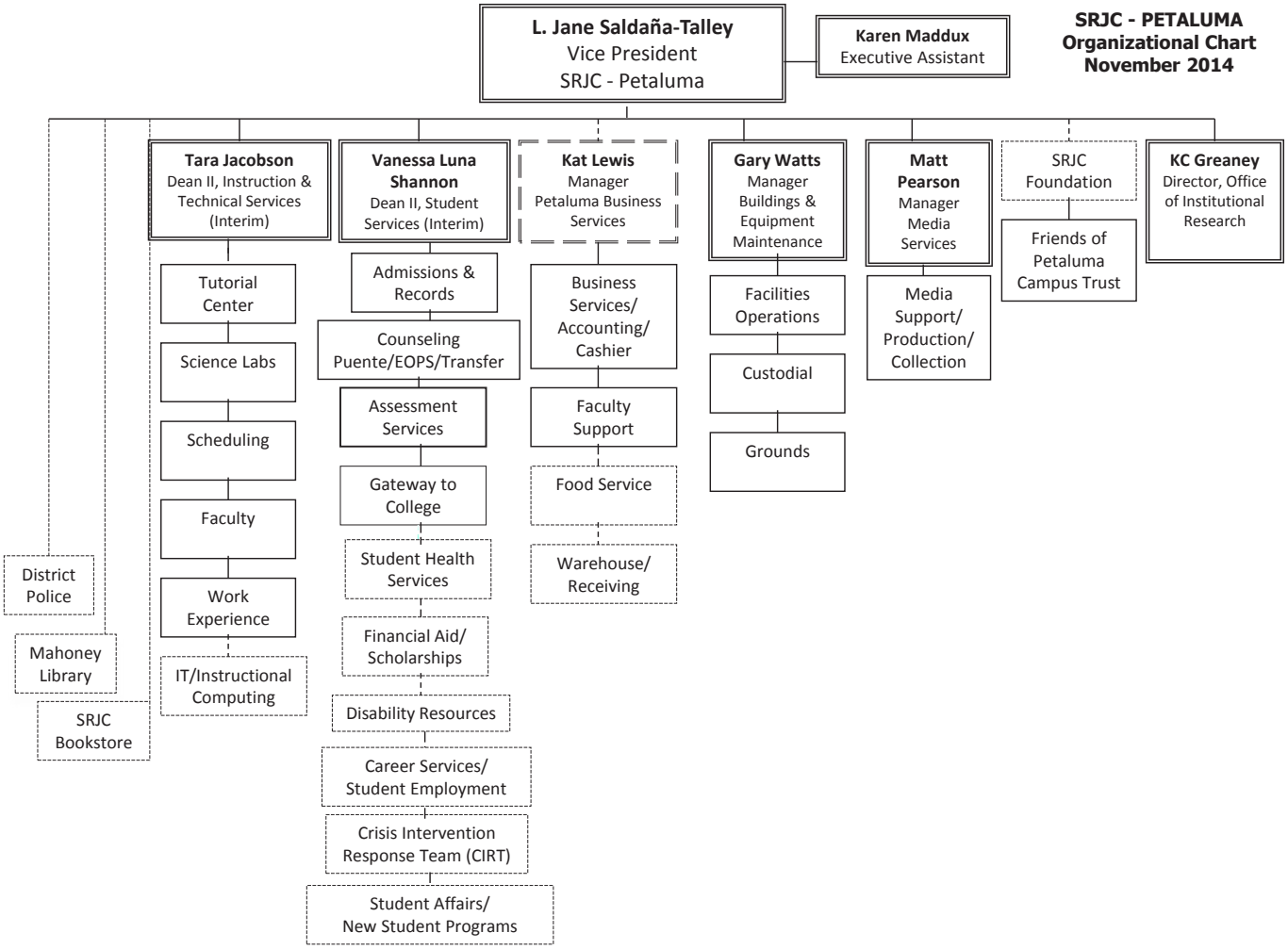
Office of the Superintendent/President



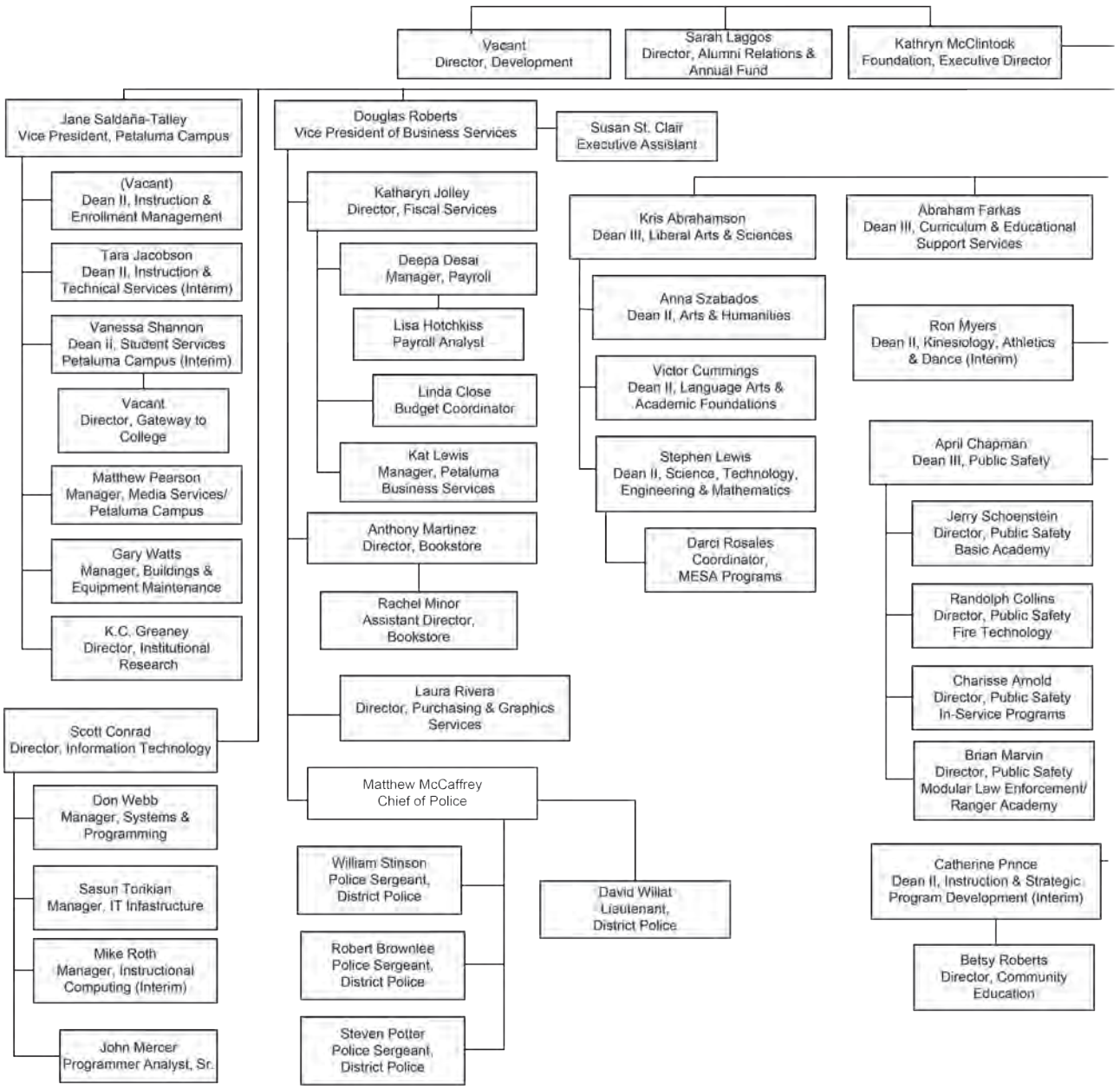
Business Services

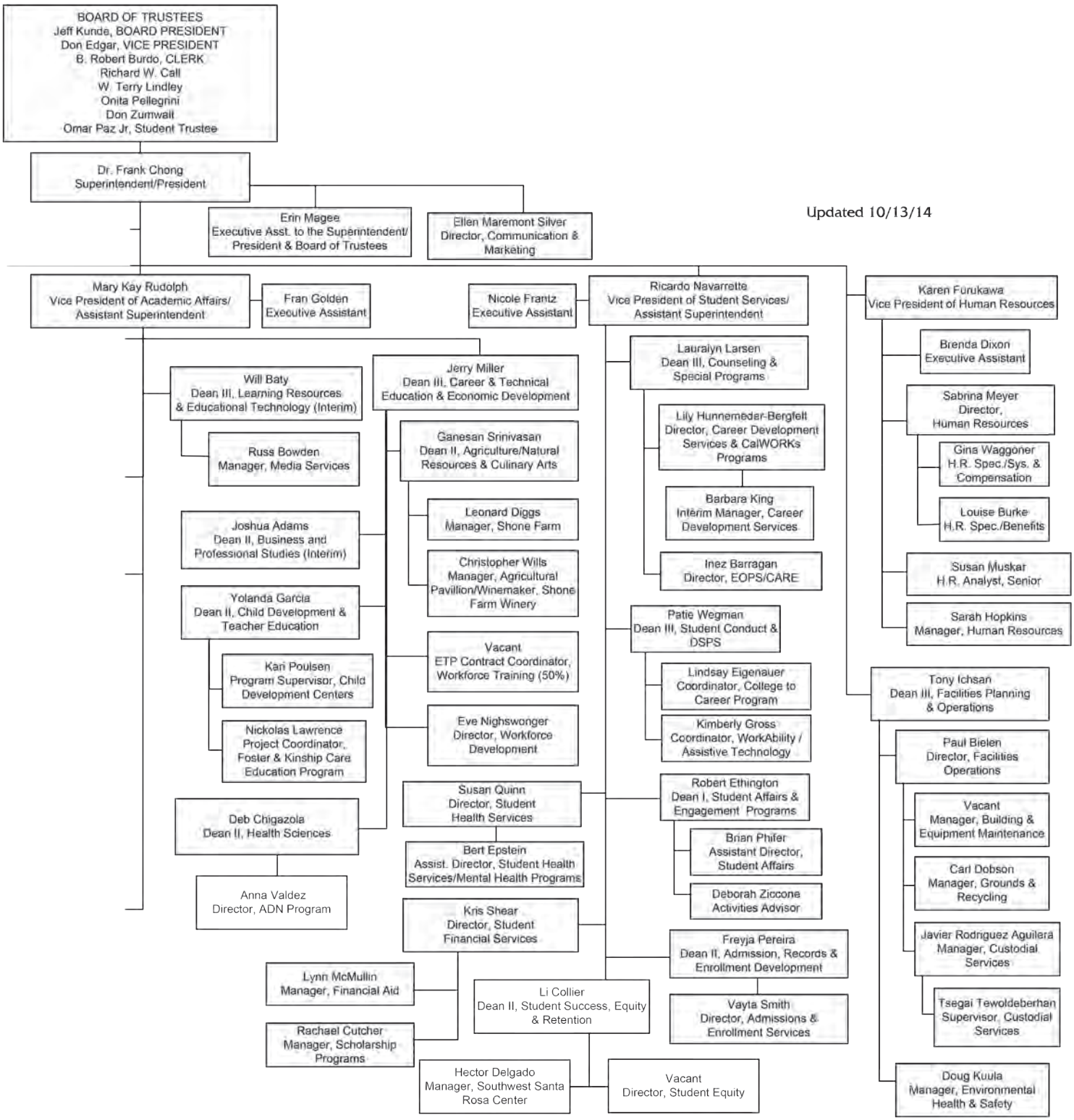


SRJC Petaluma Campus

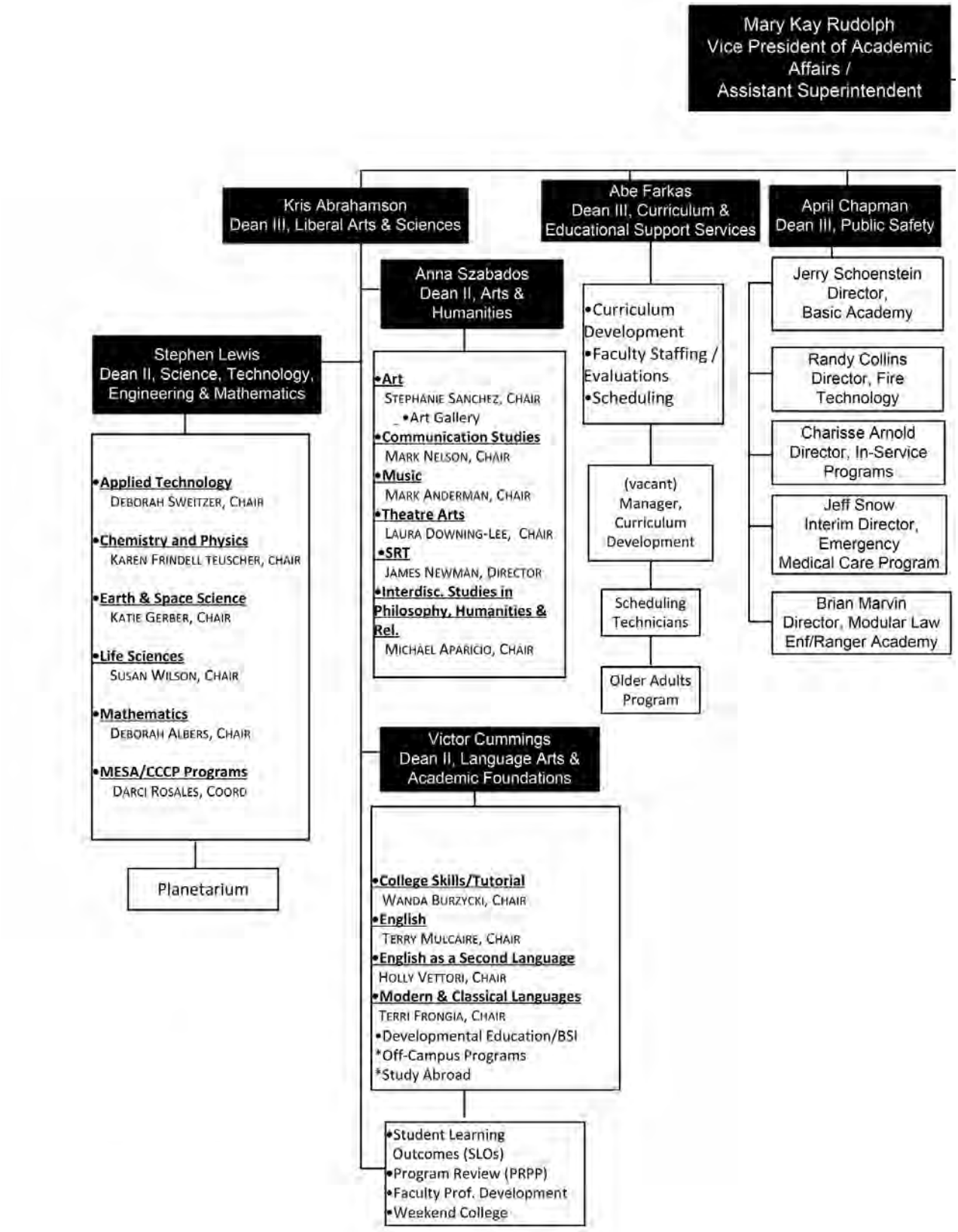


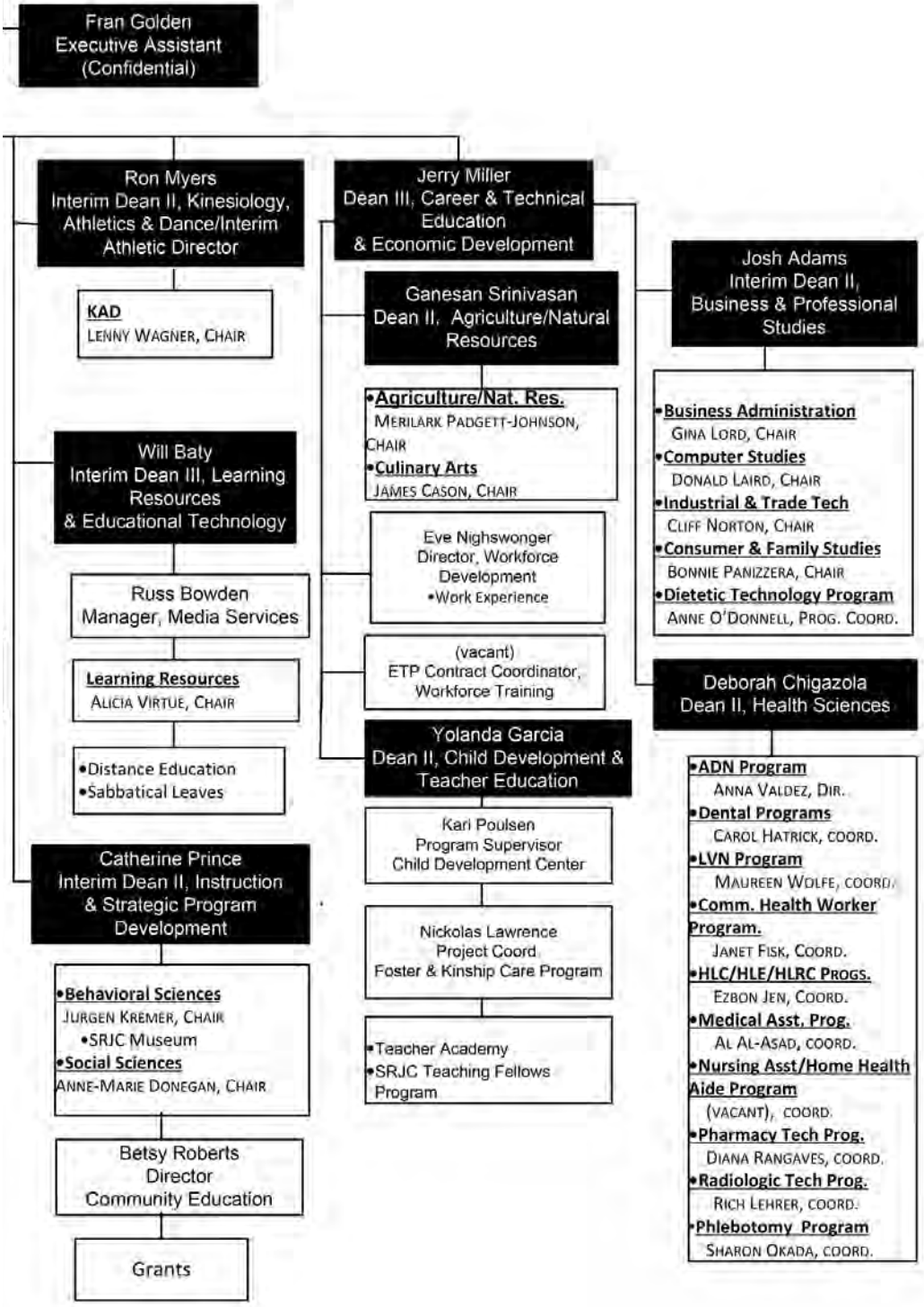
Management


Vacant
Director, Development
Sarah Laggos
Director, Alumni Relations & Annual Fund
Kathryn McClintock
Foundation, Executive Director
Jane Saldaña-Talley
Vice President, Petaluma Campus
Douglas Roberts
Vice President of Business Services
Susan St. Clair
Executive Assistant
(Vacant)
Dean II, Instruction & Enrollment Management
Tara Jacobson
Dean II, Instruction & Technical Services (Interim)
Vanessa Shannon
Dean II, Student Services Petaluma Campus (Interim)
Vacant
Director, Gateway to College
Matthew Pearson
Manager, Media Services/ Petaluma Campus
Gary Watts
Manager, Buildings & Equipment Maintenance
K.C. Greaney
Director, Institutional Research
Scott Conrad
Director, Information Technology
Don Webb
Manager, Systems & Programming
Sasun Torikian
Manager, IT Infastructure
Mike Roth
Manager, Instructional Computing (Interim)
John Mercer
Programmer Analyst, Sr.
Katharyn Jolley
Director, Fiscal Services
Deepa Desai
Manager, Payroll
Lisa Hotchkiss
Payroll Analyst
Linda Close
Budget Coordinator
Kat Lewis
Manager, Petaluma Business Services
Anthony Martinez
Director, Bookstore
Rachel Minor
Assistant Director, Bookstore
Laura Rivera
Director, Purchasing & Graphics Services
Matthew McCaffrey
Chief of Police
William Stinson
Police Sergeant, District Police
Robert Brownlee
Police Sergeant, District Police
Steven Potter
Police Sergeant, District Police
David Willat
Lieutenant, District Police
Kris Abrahamson
Dean III, Liberal Arts & Sciences
Anna Szabados
Dean II, Arts & Humanities
Victor Cummings
Dean II, Language Arts & Academic Foundations
Stephen Lewis
Dean II, Science, Technology, Engineering & Mathematics
Darci Rosales
Coordinator, MESA Programs
Abraham Farkas
Dean III, Curriculum & Educational Support Services
Ron Myers
Dean II, Kinesiology, Athletics & Dance (Interim)
April Chapman
Dean III, Public Safety
Jerry Schoenstein
Director, Public Safety Basic Academy
Randolph Collins
Director, Public Safety Fire Technology
Charisse Arnold
Director, Public Safety In-Service Programs
Brian Marvin
Director, Public Safety Modular Law Enforcement/ Ranger Academy
Catherine Prince
Dean II, Instruction & Strategic Program Development (Interim)
Betsy Roberts
Director, Community Education

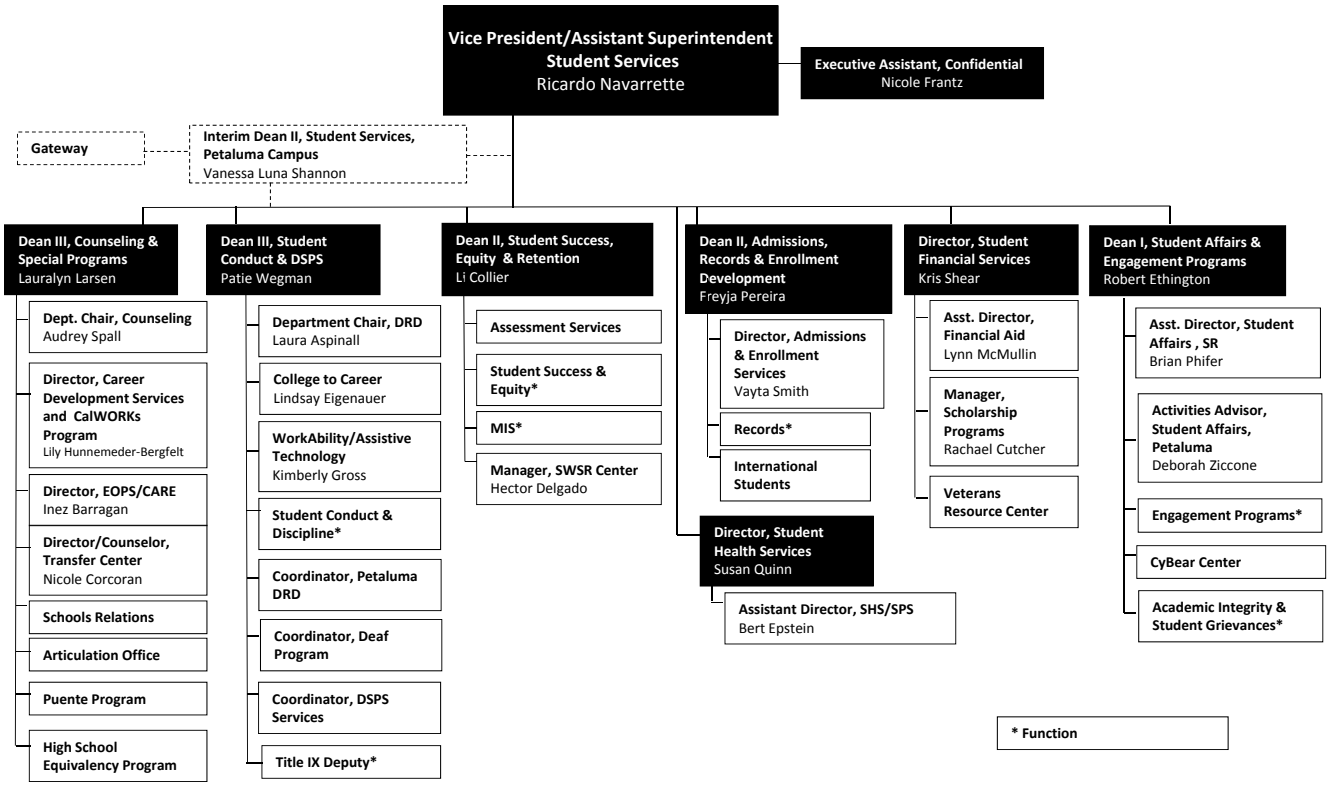

BOARD OF TRUSTEES
Jeff Kunde, BOARD PRESIDENT
Don Edgar, VICE PRESIDENT
B. Robert Burdo, CLERK
Richard W. Call
W. Terry Lindley
Onita Pellegrini
Don Zumwalt
Omar Paz Jr, Student Trustee
Dr. Frank Chong
Superintendent/President
Erin Magee
Executive Asst. to the Superintendent/ President & Board of Trustees
Ellen Maremont Silver
Director, Communication & Marketing
Updated 10/13/14
Mary Kay Rudolph
Vice President of Academic Affairs/ Assistant Superintendent
Fran Golden
Executive Assistant
Nicole Frantz
Executive Assistant
Ricardo Navarrette
Vice President of Student Services/ Assistant Superintendent
Karen Furukawa
Vice President of Human Resources
Will Baty
Dean III, Learning Resources & Educational Technology (Interim)
Russ Bowden
Manager, Media Services
Jerry Miller
Dean III, Career & Technical Education & Economic Development
Ganesan Srinivasan
Dean II, Agriculture/Natural Resources & Culinary Arts
Leonard Diggs
Manager, Shone Farm
Christopher Wills
Manager, Agricultural Pavillion/Winemaker, Shone Farm Winery
Joshua Adams
Dean II, Business and Professional Studies (Interim)
Yolanda Garcia
Dean II, Child Development & Teacher Education
Kari Poulsen
Program Supervisor, Child Development Centers
Nickolas Lawrence
Project Coordinator, Foster & Kinship Care Education Program
Vacant
ETP Contract Coordinator, Workforce Training (50%)
Eve Nighswonger
Director, Workforce Development
Deb Chigazola
Dean II, Health Sciences
Anna Valdez
Director, ADN Program
Susan Quinn
Director, Student Health Services
Bert Epstein
Assist. Director, Student Health Services/Mental Health Programs
Kris Shear
Director, Student Financial Services
Lynn McMullin
Manager, Financial Aid
Rachael Cutcher
Manager, Scholarship Programs
Hector Delgado
Manager, Southwest Santa Rosa Center
Lauralyn Larsen
Dean III, Counseling & Special Programs
Lily Hunnemeder-Bergfelt
Director, Career Development Services & CalWORKs Programs
Barbara King
Interim Manager, Career Development Services
Inez Barragan
Director, EOPS/CARE
Patie Wegman
Dean III, Student Conduct & DSPS
Lindsay Eigenauer
Coordinator, College to Career Program
Kimberly Gross
Coordinator, WorkAbility / Assistive Technology
Robert Ethington
Dean I, Student Affairs & Engagement Programs
Brian Phifer
Assistant Director, Student Affairs
Deborah Ziccone
Activities Advisor
Freyja Pereira
Dean II, Admission, Records & Enrollment Development
Vayta Smith
Director, Admissions & Enrollment Services
Li Collier
Dean II, Student Success, Equity & Retention
Vacant
Director, Student Equity
Brenda Dixon
Executive Assistant
Sabrina Meyer
Director, Human Resources
Gina Waggoner
H.R. Spec./Sys. & Compensation
Louise Burke
H.R. Spec./Benefits
Susan Muskat
H.R. Analyst, Senior
Sarah Hopkins
Manager, Human Resources
Tony Ichsan
Dean III, Facilities Planning & Operations
Paul Bielen
Director, Facilities Operations
Vacant
Manager, Building & Equipment Maintenance
Carl Dobson
Manager, Grounds & Recycling
Javier Rodriguez Aguilera
Manager, Custodial Services
Tsegai Tewoldeberhan
Supervisor, Custodial Services
Doug Kuula
Manager, Environmental Health & Safety

Academic Affairs



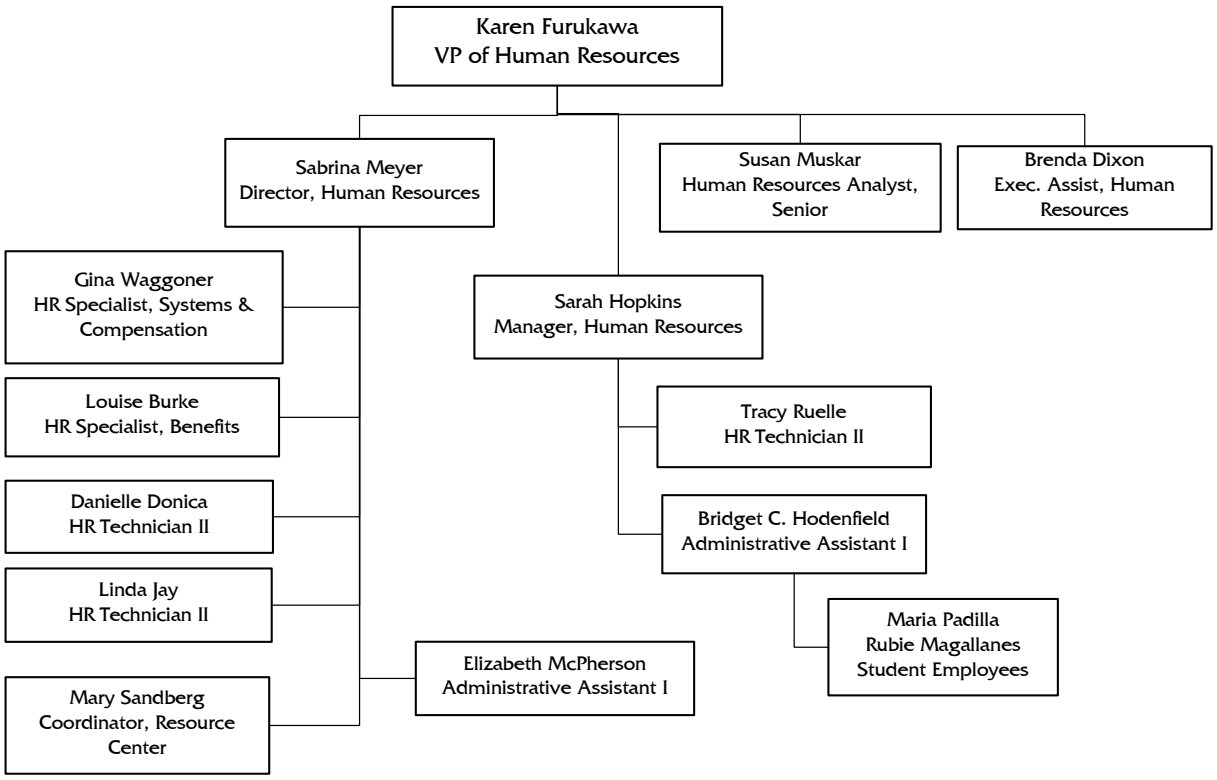

Fran Golden
Executive Assistant
(Confidential)
Ron Myers
Interim Dean II, Kinesiology, Athletics & Dance/Interim Athletic Director
KAD
LENNY WAGNER, CHAIR
Will Baty
Interim Dean III, Learning Resources & Educational Technology
Russ Bowden
Manager, Media Services
Learning Resources
ALICIA VIRTUE, CHAIR
•Distance Education
•Sabbatical Leaves
Catherine Prince
Interim Dean II, Instruction & Strategic Program Development
•Behavioral Sciences
JURGEN KREMER, CHAIR
•SRJC Museum
•Social Sciences
ANNE-MARIE DONEGAN, CHAIR
Betsy Roberts
Director
Community Education
Grants
Jerry Miller
Dean III, Career & Technical Education & Economic Development
Ganesan Srinivasan
Dean II, Agriculture/Natural Resources
•Agriculture/Nat. Res.
MERILARK PADGETT-JOHNSON, CHAIR
•Culinary Arts
JAMES CASON, CHAIR
Eve Nighswonger
Director, Workforce Development
•Work Experience
(vacant)
ETP Contract Coordinator, Workforce Training
Yolanda Garcia
Dean II, Child Development & Teacher Education
Kari Poulsen
Program Supervisor
Child Development Center
Nickolas Lawrence
Project Coord.
Foster & Kinship Care Program
•Teacher Academy
•SRJC Teaching Fellows Program
Josh Adams
Interim Dean II, Business & Professional Studies
•Business Administration
GINA LORD, CHAIR
•Computer Studies
DONALD LAIRD, CHAIR
•Industrial & Trade Tech
CLIFF NORTON, CHAIR
•Consumer & Family Studies
BONNIE PANIZZERA, CHAIR
•Dietetic Technology Program
ANNE O'DONNELL, PROG. COORD.
Deborah Chigazola
Dean II, Health Sciences
•ADN Program
ANNA VALDEZ, DIR.
•Dental Programs
CAROL HATRICK, COORD.
•LVN Program
MAUREEN WOLFE, COORD.
•Comm. Health Worker Program.
JANET FISK, COORD.
•HLC/HLE/HLRC PROGS.
EZBON JEN, COORD.
•Medical Asst. Prog.
AL AL-ASAD, COORD.
•Nursing Asst/Home Health Aide Program
(VACANT), COORD.
•Pharmacy Tech Prog.
DIANA RANGAVES, COORD.
•Radiologic Tech Prog.
RICH LEHRER, COORD.
•Phlebotomy Program
SHARON OKADA, COORD.

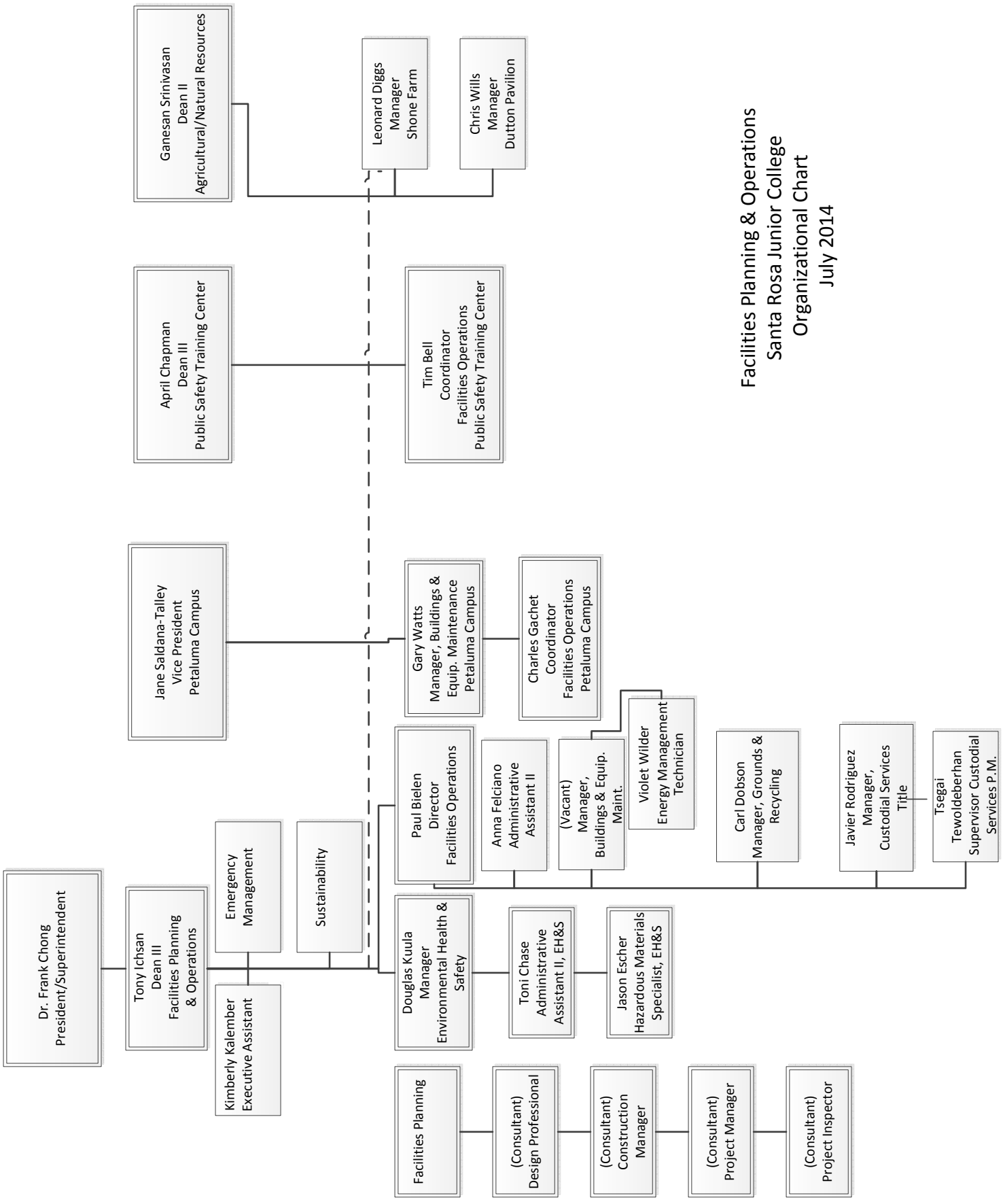
Student Services

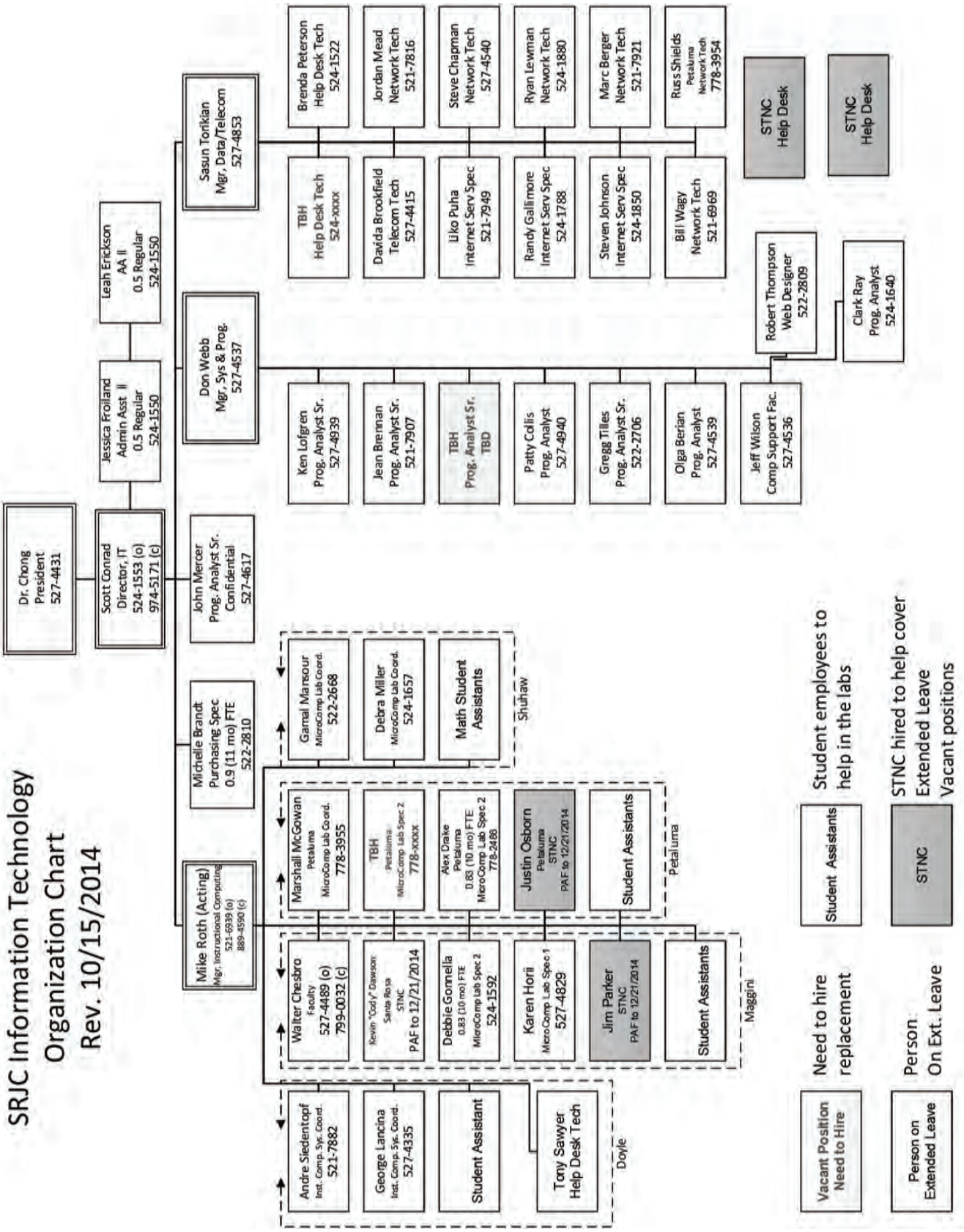


10/10/14

Human Resources




Facilities Planning & Operations
Santa Rosa Junior College
Organizational Chart
July 2014
Dr. Frank Chong
President/Superintendent
Tony Ichsan
Dean III
Facilities Planning
& Operations
Kimberly Kalember
Executive Assistant
Emergency
Management
Sustainability
Jane Saldana-Talley
Vice President
Petaluma Campus
Ganesan Srinivasan
Dean II
Agricultural/Natural Resources
Leonard Diggs
Manager
Shone Farm
Chris Wills
Manager
Dutton Pavilion
April Chapman
Dean III
Public Safety Training Center
Tim Bell
Coordinator
Facilities Operations
Public Safety Training Center
Gary Watts
Manager, Buildings &
Equip. Maintenance
Petaluma Campus
Charles Gachet
Coordinator
Facilities Operations
Petaluma Campus
Paul Bielen
Director
Facilities Operations
Anna Felciano
Administrative
Assistant II
(Vacant)
Manager,
Buildings & Equip.
Maint.
Violet Wilder
Energy Management
Technician
Carl Dobson
Manager, Grounds &
Recycling
Javier Rodriguez
Manager,
Custodial Services
Title
Tsegai
Tewoldeberhan
Supervisor Custodial
Services P.M.
Douglas Kuula
Manager
Environmental Health &
Safety
Toni Chase
Administrative
Assistant II, EH&S
Jason Escher
Hazardous Materials
Specialist, EH&S
Facilities Planning
(Consultant)
Design Professional
(Consultant)
Construction
Manager
(Consultant)
Project Manager
(Consultant)
Project Inspector


SRJC Information Technology
Organization Chart
Rev. 10/15/2014
Dr. Chong
President
527-4431
Scott Conrad
Director, IT
524-1553 (o)
974-5171 (c)
Jessica Froiland
Admin Asst II
0.5 Regular
524-1590
Leah Erickson
AA II
0.5 Regular
524-1550
Don Webb
Mgr, Sys & Prog.
527-4537
Sasun Torikian
Mgr, Data/Telecom
527-4853
John Mercer
Prog. Analyst Sr.
Confidential
527-4617
Michelle Brandt
Purchasing Spec
0.9 (11 mo) FTE
522-2810
Mike Roth (Acting)
Mgr, Instructional Computing
521-6939 (o)
889-4590 (c)
Ken Lofgren
Prog. Analyst Sr.
527-4939
Jean Brennan
Prog. Analyst Sr.
521-7907
TBH
Prog. Analyst Sr.
TBD
Patty Collis
Prog. Analyst
527-4940
Gregg Tilles
Prog. Analyst Sr.
522-2706
Olga Berian
Prog. Analyst
527-4539
Jeff Wilson
Comp Support Fac.
527-4536
Robert Thompson
Web Designer
522-2809
Clark Ray
Prog. Analyst
524-1640
TBH
Help Desk Tech
524-xxxx
Davida Brookfield
Telecom Tech
527-4415
Liko Puha
Internet Serv Spec
521-7949
Randy Gallimore
Internet Serv Spec
524-1788
Steven Johnson
Internet Serv Spec
524-1850
Bill Wagy
Network Tech
521-6969
Brenda Peterson
Help Desk Tech
524-1522
Jordan Mead
Network Tech
521-7816
Steve Chapman
Network Tech
527-4540
Ryan Lewman
Network Tech
524-1880
Marc Berger
Network Tech
521-7921
Russ Shields
Petaluma
Network Tech
778-3954
STNC
Help Desk
STNC
Help Desk
Gamal Mansour
MicroComp Lab Coord.
522-2668
Debra Miller
MicroComp Lab Coord.
524-1657
Math Student
Assistants
Shuhaw
Marshall McGowan
Petaluma
MicroComp Lab Coord.
778-3955
TBH
Petaluma
MicroComp Lab Spec 2
778-xxxx
Alex Drake
Petaluma
0.83 (10 mo) FTE
MicroComp Lab Spec 2
778-2486
Justin Osborn
Petaluma
STNC
PAF to 12/21/2014
Student Assistants
Petaluma
Walter Chesbro
Faculty
527-4489 (o)
799-0032 (c)
Kevin "Cody" Dawson
Santa Rosa
STNC
PAF to 12/21/2014
Debbie Gonnella
0.83 (10 mo) FTE
MicroComp Lab Spec 2
524-1592
Karen Horii
MicroComp Lab Spec 1
527-4829
Jim Parker
STNC
PAF to 12/21/2014
Student Assistants
Maggini
Andre Siedentopf
Inst. Comp. Sys. Coord.
521-7882
George Lancina
Inst. Comp. Sys. Coord.
527-4335
Student Assistant
Tony Sawyer
Help Desk Tech
Doyle
Student Assistants
Student employees to
help in the labs
STNC hired to help cover
Extended Leave
Vacant positions
Need to hire
replacement
Person
On Ext. Leave
Vacant Position
Need to Hire
Person on
Extended Leave