



SANTA ROSA  
JUNIOR COLLEGE

## Our Vision

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

## Our Mission

**Santa Rosa Junior College passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.**

- 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.
- We support the economic vitality, social equity and environmental stewardship of our region.
- We promote personal and professional growth and cultivate joy at work and in lifelong learning.
- We foster critical and reflective civic engagement and thoughtful participation in diverse local and global communities.
- We regularly assess, self-reflect, adapt, and continuously improve.



- We follow Robert's Rules of Order
- Our agenda is broken into the following categories:
  - Call to Order with attendance
  - Business Items with cluster status
  - Action Agenda - We vote on every item in the action agenda
    - New/Reinstated CORs
    - Revisions to existing CORs
  - Consent Agenda – One vote for all items
    - Any item on the consent agenda can be moved by any CRC member to a future CRC action agenda
    - Minor revisions to existing CORs
    - Modifications (department driven)
    - Distance Education Addendum
    - General Ed
    - Technical corrections (Curriculum Office driven)
    - Inactivation
    - Majors and Certificate Recommendations
      - New Non-Credit Certificates
      - New Majors/Certificates
      - Revised Majors/Certificates
      - Technical Corrections Majors/Certificates

### ROBERTS RULES CHEAT SHEET



To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

# Appointed Bodies – Standing Committees

- Standing Committees of a legislative body are **ALWAYS** subject to the Brown Act.
  - Standing committees, irrespective of composition, which have either: (1) a continuing subject matter jurisdiction, or (2) a meeting schedule fixed by resolution or formal action of the legislative body.
- Examples: long-term committees on professional development or curriculum.



# Curriculum Committees

- Is your curriculum committee a subcommittee of your academic senate?
- If not, as allowed by Title 5 §[55002](#)(a)(1), does your curriculum committee regularly make recommendations to your board?
- In either case above, your curriculum committee is responsible for adhering to the Brown Act

# MEETINGS

“All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.”

-GC Section 54953(a)



# Serial Meetings (Violation)

- “A majority of the members of a legislative body shall not...use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.”

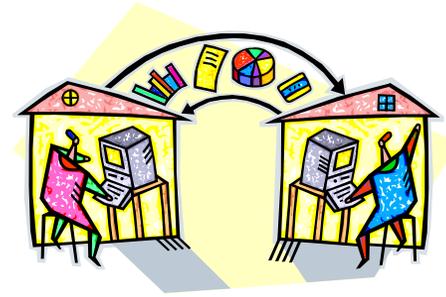
- GC Section

54952.2(b)(1)

- Common Types of Serial Meetings:
  - Daisy Chain
  - Hub and Spoke
  - Email



# Serial Meetings



- Serial meetings are not allowed
- Serial meetings occur when a majority of the members have communicated about an issue and have developed a collective concurrence.
- A collective concurrence is developed when:
  - Members have either directly or indirectly heard each other's opinion on a topic enough to collectively develop or begin to develop an agreement on an issue.

# Resources

- [The Brown Act and Your Curriculum Committee](#) (*Rostrum* article)
- [Brown Act Do's and Don'ts for Academic Senates](#) (White Paper)
- [The Ralph M. Brown Act](#) (Attorney General's Office pamphlet)

# Credit Hour Calculation

To Calculate Units :

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{\text{Hours-per-unit Divisor (52.5)}}$$

<b>Academic Activity</b>	<b>Weekly Contact Hours</b>	<b>Weekly Outside-of-class Hours</b>
<b>Lecture</b> (Lecture, Discussion, Seminar, and Related Work)	1	2
<b>Activity</b> (Activity, Lab/w Homework, Studio, and Similar)	2	1
<b>Laboratory</b> (Traditional Lab, Clinical, and Similar)	3	0

[Curriculum Website Unit / Load Calculator](#)

- [Curriculum Review Committee Curriculum Review Guide](#)
- [Curriculum Writer's Handbook \\*Undergoing Revision](#)
- [CRC Bylaws](#)



Microsoft Word  
Document



Adobe Acrobat  
Document