

Curriculum & Educational Support Services

Dean, Academic Affairs
Josh Adams

Admin III
Katie Lam

Curriculum

Curriculum Technician Courses
Rosa Garcia

Curriculum Technician Programs
Chas Crocker

Scheduling

Coordinator, Scheduling
Cheri Winter

Scheduling Technician
Jane Hinchman

Scheduling Technician, Senior
Petaluma
NOT REPLACED

Lifelong Learning

Adjunct Coordinator
Kelly Mayes

Adjunct Coordinator
Little-Bear

CESS Areas

- AFA / District Negotiations
- AFA / District TREG
- AFA / District / Lab Equity
- CFT / District Negotiations
- Curriculum Review Committee
- Majors & Certificates Review Committee
- Academic Calendar
- Priority Registration Committee
- SIS / MIS Committee
- Enrollment Management System
- Banner Implementation
- 3.6P Program Review
- Tenure Faculty Evaluations Tracking
- Contract Faculty Evaluations Tracking
- Associate Faculty Evaluations Tracking
- AAC Office Assignments / Inventory
- Classroom Inventory
- Enrollment Management
- CCCCCO Liaison
- Ed Code, Title 5, & CCCCCO Regulations
- ACCJC Substantive Change Reports
- Trainings on Curriculum & Evaluations
- Annual CCCCCO Certification

- Review curriculum submissions for accuracy / feasibility
- Prepare annual calendar for curriculum review process
- Improve website functionality for better user experience
- SIS Curriculum Database
- COCI Database
- Compliance Technical Review
- SRJC Catalog
- Recommended Course Seq.
- Cross Listing Maintenance
- COR Disciplines
- Coordination / Tracking
- Customer Service & Training
- CCCCCO Alignment
- Curriculum Handbook
- Curriculum Website
- BOT Reports
- ACCJC Sub Change Reports
- Credit By Exam Webpage

- Academic Schedule
- Room Assignments
- SCFs
- PAFs, Reconcile w/ Timesheets
- EMS Flag Checks
- Faculty Load
- Faculty Load Banking
- Faculty Load Balancing
- Faculty ELL Load
- Pre-retirement
- SIS to EMS
- Monthly Load Reports to BOT's
- Schedule of Classes Webpage
- 75/25 Reporting
- Web Schedule Design
- Facilities Database
- Instructor Database
- Course Fees
- Schedule Audit For Payroll
- Attendance Accounting Audit

- 36 Associate Faculty
- 2,989 Seniors Enrolled (S24)
- 100 Sections
- 11 Offsite Partner Locations
- 16 Off campus sections
- 5 SRJC campus sections
- 78 Zoom sessions
- Bi-lingual Courses
- Unit-B CFT
- 2 Associate Faculty Coordinators
- Student Outreach
- Venue / Facility Outreach
- Facility MOUs and Contracts
- Faculty Training
- Senior Registration