

Curriculum & Educational Support Services

Senior Dean, CESS
Josh Adams (WOOC)

Admin III
Kathy Matthies

Curriculum Office

Scheduling Office

Older Adults

Curriculum Technician Programs
Adrienne Leihy

Curriculum Technician CORs
Chas Crocker

Coordinator, Scheduling
Cheri Winter

Scheduling Technician
Jane Hinchman

Scheduling Technician, Senior
Petaluma
Shirley Proulx

Adjunct Coordinator
Kelly Mayes

Adjunct Coordinator
Little-Bear

Stats

- 3400 PAF Assignments a Year
- 3000 SCFs a Year
- Track 230 Full Time Faculty Evaluations
- Track 100 Tenure Faculty Evaluations
- Track 583 Academic Affairs Office Spaces
- 112 Majors, 160 Certificates, 24 Non-Credit
- 15 New Majors and 14 New Non-Credit
- 8 Existing Majors/Certificates Deleted
- 150 Existing Majors/Certificates Revised
- 124 New Courses Approved
- 575 Existing Courses Revised
- 50 Existing Courses Deleted/Inactivated
- 1981 Total CORs

Committee Assignments

- DTREC Co-Chair
- Curriculum Review Co-Chair
- Majors & Certificates Review Co-Chair
- CFT / Unit B Negotiations Team
- DCC/IM, MGT, AAC
- Sonoma County Alliance Education
- Calendar & Registration
- SIS / MIS
- Enrollment Management System
- Santa Rosa Chamber Board Member

List Of Things (LOTs)

- Tenure Faculty Evaluations Tracking
- Contract Faculty Evaluations Tracking
- AAC Office Assignments / Inventory
- Enrollment Management
- CCCC Liaison to State
- Ed Code, Title 5, & CCCC Regulations
- ACCJC Substantive Change Reports
- Trainings on Curriculum & Evaluations
- Annual CCCC 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
- CRC
- Compliance Technical Review
- SRJC Catalog
- Recommended Course Seq.
- Cross Listing Maintenance
- COR Disciplines
- Coordination / Tracking
- Courses CORs
- Programs
- Customer Service & Training
- CCCC Alignment
- Curriculum Handbook
- Curriculum Website
- BOT Reports

- 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
- Apportionment Method
- SIS to EMS
- Maggini Computer Labs
- Monthly Load Reports to BOT's
- Schedule of Classes Webpage
- Credit By Exam Webpage
- 75/25 Reporting
- Printed Schedule Design
- Assigns Room Numbers
- Facilities Database
- Instructor Database
- Course Fees
- Schedule Audit For Payroll

- 69 Adjunct Faculty
- 4,000 Seniors Enrolled
- 47 Offsite Locations
- 2017-2018 Sections = 379
- 2017-2018 FTES = 351.4
- 2017-2018 FTEF = 25.32
- 2017-2018 FTES/FTEF = 13.9
- Bi-lingual Courses
- Unit B CFT
- 2 Adjunct Faculty Coordinators
- Student Outreach
- Venue / Facility Outreach
- Facility MOUs and Contracts
- Faculty Training
- Senior Registration
- Positive Attendance Audits
- Curriculum Proofs for Santa Rosa and Petaluma Campuses
- Hiring Committee, Notices to faculty, OAP Calendar, Evaluations
- Facilities database
- Instructors Database
- Schedule of Classes for Catalogue
- Schedule change forms
- Orientation of Instructors