



## Sunshining 2007-08 Negotiations

Each year AFA and the District engage in negotiations. As a prelude to that activity each participant is entitled to identify the Articles they wish to negotiate. This is called “sunshining” because, for a period of one month after the Board of Trustees receives these lists, negotiations may not occur while the lists are made public (they are exposed to sunshine) for comment and review. This year, both AFA and the District prepared Sunshine Lists, which the Board of Trustees

received on October 9 and will schedule for a public hearing at the regular Board meeting on November 13, 2007. For the 2007-08 academic year, the year we are negotiating for, we have already settled our salary adjustment and benefit premium payments. Other items identified by the AFA Executive Council are included on AFA’s list below. The District’s list is shown in the box below. AFA welcomes your comments about the Sunshine List at [afa@santarosa.edu](mailto:afa@santarosa.edu).

### All Faculty Association Sunshine List September 30, 2007

The All Faculty Association, AFA, is submitting the following Articles for negotiation for the 2007-08 academic year. AFA’s interest in negotiating these Articles is to improve the terms and conditions of employment for faculty — regular, probationary and adjunct. In most cases, only portions of the Article will be addressed. Typically revisions and/or additions and/or deletions will be negotiated.

1. Academic Calendar – Article 8
2. Academic Freedom – Article 9
3. Benefits – Article 10
4. Evaluations – Article 14
5. Faculty Service Areas – Article 15
6. Job Descriptions – Article 17
7. Leaves – Article 18
8. Professional Growth Increments – Article 21
9. Professional Development – Article 22
10. Salary Schedule Development – Article 26
11. Substitutes – Article 29
12. Working Conditions – Article 31
13. Workload – Article 32
14. Consistency Adjustments: Any other article affected by changes agreed to in negotiations.

See “Alternative Student Consultation Activities” on the reverse

### Presentation of the District’s Initial Contract Reopeners to the All Faculty Association 2007-08

#### Article 10: Benefits

The District has an interest in continuing to ensure high quality health and welfare benefits for eligible faculty as part of a total compensation package. In particular, the District has an interest in working with AFA to further explore and implement ongoing discussions regarding health and welfare benefits.

#### Article 13: Department Chairs

The District has an interest in clarifying the duties of department chairs and in evaluating the amount of reassigned time allotted to chairs.

#### Article 14A, 14B, and 14C: Faculty Evaluation

The District has an interest in reorganizing and/or revising the current faculty evaluation processes to make them easier to understand and administer. The District has an interest in re-establishing a separate and complete evaluation article (Article 14C) for adjunct faculty in order that the adjunct evaluation process can be better understood in its entirety. In addition, the District has an interest in modifying or adding language so that evaluations are more inclusive of and applicable to distance education, particularly online teaching.

#### Article 17: Job Descriptions

The District has an interest in revising the existing faculty job description to include required duties essential to the academic programs, such as curriculum development, student learning outcomes assessment, and email communication. Further, the District

*(continued on the reverse)*



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## Alternative Student Consultation Activities

Effective July 1, 2005, AFA agreed “to implement a plan to increase the alternatives available to faculty to meet the needs of students outside the scheduled periods of instruction.” This means that faculty can create alternatives to the traditional “office hours.” It has become increasingly clear that many students don’t have the time to attend in person office hours, but they enjoy the use of e-mail or phone time to talk to instructors, get clarification about assignments, and discuss issues surrounding the class. It is also the case that not all faculty have offices or offices in multiple locations, so using alternative ways to communicate with students is beneficial to both faculty and students; however, it remains the goal to maintain 50% of the required Student Consultation time in personal meetings at a designated location.

To take advantage of this possibility you must do the following:

- Submit your plan to the Department Chair and Supervising Administrator for approval prior to implementation, and file a copy with the Department Chair and the Supervising Administrator. You may allocate up to 50% of the required student contact time via alternative modes.
- Clearly identify specific times and the alternative modes of Student Consultation you will be using.
- If proposing phone contact, you must include: phones numbers you wish students to use; times when you will be available by phone; and when you will return calls received at other times.
- If proposing e-mail contact, you must include: the e-mail address you wish students to use; the times when you will be available to respond immediately by e-mail; when you will respond to e-mail received at other times.
- Publish your alternative activities and their times and places in your class syllabus and in a publicly posted location accessible to students and staff.

(See the sample syllabus statement below.) For further details, see Article 32.02.E or call the AFA Office at 527-4731.



### *SAMPLE SYLLABUS STATEMENT:*

*Santa Rosa Junior College has recently negotiated an article in the instructors’ contract which allows for on-line or “virtual” office hours. Instructors may set up “Alternative Student Consultation activities” including, for example, e-mail, phone consultation, instant-messaging. This article grew out of the realization that many students do not find their instructors’ office hours convenient because students have very busy lives. More and more students are contacting instructors by e-mail at night and on weekends. I am a great believer in e-mail and encourage you to contact me via e-mail or voice mail. My promise to you is that I will get back to you within 24 hours of receiving your message. During the “virtual” office hours listed above I will definitely communicate with you during those hours. For example if you e-mail me on Thursday afternoon I will write back or call you on Sunday between 11:30 and 1:00. Of course, if you e-mail me at 3:00 am I will promise to get back to you before 3:00 am the next day. During regular office hours I will be in my office so that you can call me or come by to see me if it’s convenient for you. In case of illness or emergency the e-mail system will automatically respond letting you know when I will be back in the office.*

## District’s Reopeners

*(continued from page 1)*

has an interest in modifying or adding language so that the faculty job description is more inclusive of and applicable to distance education, particularly online teaching.

### **Article 26: Salary Schedule Development**

The District has an interest in continuing to discuss, evaluate, and refine the rank ten methodology in order to assure a fair and sustainable method of comparison of faculty salaries at California community colleges has been developed.

### **Article 32: Workload**

The District has an interest in moving toward an agreed-upon workload factor for enhanced non-credit instructors based upon the results of the enhanced non-credit workload study to be performed in 2007-08.