Napa Valley College
PLANNING COMMITTEE
MINUTES
September 21, 2004

PRESENT: Glen Bell, Kate Benscoter, Matt Christensen, Ron Rhyno, Ed Shenk, Jerry Somerville, Olga Travis, Judie Walter-Burke, Robyn Wornall

ABSENT: Dianna Chiabotti, Sally Fitzgerald, Karen Marshall

EXCUSED: Mary Shea

1.0 Introductions

2.0 Announcements

3.0 Public Comment

4.0 Approval of Minutes

M/S/C to approve the minutes of September 7, 2004

5.0 Adoption of Agenda

M/S/C to adopt the agenda.

6.0 Information/Action

6.1 ADA Transition Plan

No report.

6.2 Mission Sub-Committee

The sub-committee members, Matt, Olga, and Glen, met and made a few of revisions to the draft Mission Statement. They added the word “diverse” before “community”. They felt that diverse was more inclusive than multi-cultural. The committee also added a sentence at the end. The sub-committee felt that “community needs” was a broader term than “student needs”. The draft Mission Statement is as follows:

Napa Valley College’s mission is to create and sustain a learning environment that engages students by providing high quality programs and services that promote learning, enhance individual development, and prepare life-long learners for their roles in our diverse community, varied workplaces and a dynamic and interdependent world. Community needs are at the center of every decision that we make.
6.3 Vision Sub-Committee

Jerry Somerville reported that the Vision sub-committee, which also included Chris and Mary, were unable to meet. He prepared a draft Vision Statement that he shared with PC. 

_Napa Valley College will be an active and diverse community of lifelong learners, pursuing innovative practices that promote learning relevant to our various life roles._

The PC felt that the statement was too long and repetitive. Committee members said that they liked the first draft Vision statement, “NVC, extends the DREAM of higher EDUCATION to all in the community”, but felt it could be tweaked a little. The Planning Committee had consensus on the following statement:

_Napa Valley College, extending the dreams of all in the community._

6.4 Values Sub-Committee

Sally Fitzgerald and Dianna Chiabotti were on the Values Statement sub-committee. In their absence, Judie presented their draft.

At Napa Valley College, we recognize that students are the focus and that their education is our primary responsibility.

We value, model, and encourage:

- Student Success
- Honesty and Integrity
- Innovation and Creativity
- Adaptability and Flexibility
- Efficiency and Effectiveness
- Respect for Diversity and Individual Differences
- Responsibility and Accountability to self and others
*Just a note about the thinking that went into the couple of minor changes. “the reason we are here” was replaced with “focus” to make it less wordy. And the order was adjusted so that the single phrase came first, then the phrases linked with ‘and’ and then the longer phrases. It seemed to read easier.

The Planning Committee made several revisions to the above draft. The first sentence reads:  
*At Napa Valley College, students are our focus and their education is our primary responsibility.*

The second to the last bullet item was also revised to read:  
*Respect and Appreciation for Diversity and Individual Differences.*  
*(Efficiency and Effectiveness were deleted from the bulleted items.)*

### 6.5 Goals Sub-Committee

The Goals sub-committee was Robyn, Karen, and Ron. Robyn and Ron reported on their revised draft of Goals & Objectives.

Robyn reminded the PC members that one of new Accreditation Self Study Standards states:  
The institution sets goals to improve its effectiveness consistent with its stated purposes. The institution articulates its goals and states the objectives derived from them in measurable terms so that the degree to which they are achieved can be determined and widely discussed. The institutional members understand these goals and work collaboratively toward their achievement.

The Planning Committee reviewed the five goals:

1. **Increase Student Success** by providing high quality learning opportunities in instructional programs and student and administrative services to support students in attaining their educational goals.
2. **Establish, Apply, and Maintain College-Wide Standards of Excellence** through continuous evaluation of quality and effectiveness and implementation of improvements.

3. **Increase Access** to instructional programs and student services by fostering a college learning environment and strong connections with the community to attract and support a diverse student population and excellent faculty and staff.

4. **Effectively Use Appropriate Technology** to support programs and services and to improve communication.

5. **Improve Facilities** by constructing new buildings, renovating existing buildings, and making site improvements.

The PC made slight revisions to two of the goals.

1. **Increase Student Success** by providing high quality learning opportunities in programs and services to support students in attaining their educational goals.

2. **Increase Access** to high quality programs and services by creating a dynamic learning environment and sustaining strong connections with the community.

Each goal is followed by a number of suggested measurable objectives and performance outcomes. Some of the objectives were established in the Title III proposal or in the accreditation standards. Measures that have “X’s” will be established later in consultation with appropriate individuals and/or committees.

6.6 **Technology Report**

Glen Bell reported that he looked at the threaded discussion link that Judie sent him. Glen thought it would be perfect for committee and sub-committee work. He highly recommends it to everyone.

The co-chairs asked Carolyn Sanchez to send the link to all of the PC members.
Glen said that he would investigate “conference calls” and report back to the committee.

6.7 Planning Forum

The Planning forum for the preliminary Mission, Vision, and Value statements and the 2005-2011 Strategic Institutional Plans is scheduled for Tuesday, October 5, 12:30 – 1:30 in room 1032. The campus community will be notified via email and flyers will be posted. The campus community can make comments either by email, meet with PC members, send us their written comments, or attend the forum. Copies of the forum packet will be available at ASB Office, Faculty Secretary Office, Library, Office of Research, Planning and Development, and Upper Valley Campus.

A Planning Committee meeting will be held directly after the forum, 1:30 – 3 in room 1024.

7.0 Other Business

Agenda items for October meetings include:
- ADA Transition Plan
- Review Planning Process
- Update on Program Review.

Adjourned: 3:00 p.m.

Carolyn Sanchez
Recording Secretary