Napa Valley College
PLANNING COMMITTEE
MINUTES
November 16, 2004

PRESENT: Glen Bell, Kate Benscoter, Dianna Chiabotti, Sally Fitzgerald, Ron Rhyno, Ed Shenk, Jerry Somerville, Olga Travis, Judie Walter-Burke, Robyn Wornall
ABSENT: Matt Christensen, Karen Marshall
EXCUSED: Mary Shea
GUEST: David Angelovich, Chris McCarthy, Sue Nelson

1.0 Introductions

Guest speaker, Sue Nelson, will be giving an update on the Program Review Process.

2.0 Announcements

Judie announced that at the NVC Foundation recent Board of Directors meeting Chris shared with them the Mission, Vision, Values, and 2005-11 Strategic Plan.

Kate reported that the emergency transport service REACH is using the RT lab for training this week. Three of the crew members are Kate’s graduates.

M/S/C to approve the minutes of November 2, 2004

M/S/C to adopt the agenda.

3.0 Public Comment

None.

4.0 Approval of Minutes

M/S/C to approve the minutes of November 2, 2004

5.0 Adoption of Agenda

M/S/C to adopt the agenda.

6.0 Information/Action

6.1 Program Evaluation and Planning (Program Review) Update

Sue Nelson gave an update on the Program Evaluation and Planning Process. The Program Evaluation and Planning Task Force has been working on revising Program Review. In their efforts to make this a really useful document, they decided to incorporate the planning process into program review. The task force has renamed it to Program Evaluation and Planning.

The Program Evaluation and Planning Task Force reviewed Program Review Policies from other colleges and visited Contra Costa College to meet with their key people involved in Program Review.

Sue and Judie reviewed with the Planning Committee draft copies of the Planning and Budget Procedures Flow Charts (copies were also distributed). The PC is the first group to see these tentative flow charts.

Each program will go through an evaluation and develop goals to improve or strengthen their program. These will then become unit plans and will be reviewed by the Validation Teams.
If we have a 5 year cycle each year we will be evaluating approximately four Student Services programs, four Administration Services, and eight Instruction programs. PRTF still needs to work out the composition of the validation teams. Validation subcommittees will be formed to validate each program Evaluation and Plan. The purpose of the validation teams is to make sure that the Program Evaluation and Planning is done correctly. Also, it is not the Validation Teams purpose to determine which program is discontinued. The Task Force is still discussing this item.

When the validation is done, the Program Evaluation and Plan will be sent on to the Division/Department and will then become a part of the Division/Department Plan. All Division/Departments feed into the Areas. This new process will require that all programs look at data provided by Research/IT. Data and curriculum information will be provided for each program on an annual basis.

The committee asked, “What determines a program?” Programs could be broken down by Top Codes. There are only a few classes that could be linked to other programs. A Program is 18 units or more. The Program Review Task Force is still working on this definition.

The second flowchart shows the planning process. The Areas review the Division/Department plans and prioritize them. The Areas bring their prioritized lists to President’s Cabinet where they are merged to form a college-wide list. President’s Cabinet funds requests when possible and forwards unfunded priorities to the pertinent committees listed on the second chart. The President’s Cabinet would make the decision on what is funded.

The Planning Committee would also get a copy of the lists. The PC can see what needs to be addressed. Without being too specific they could then pass on to
the Budget Committee broad priorities for funding. We could also share the list of priorities with the NVC Foundation and they could raise funds. Sue Nelson noted that the flow charts do not show where in the process the VP signs off on the Program Evaluation. The Program Evaluation document is on the verge of being complete. The revised process will include training on interpreting data and assistance with writing the evaluation of each program.

The PC complimented the Program Review Task Force on their good work. This new process will link the Planning Process and Program Review and make it more meaningful.

### 6.2 Interim Planning Process for 2005-2006

The new Program Evaluation and Planning Process will not be in place for the upcoming 2005-2006 planning process. Judie suggested that we modify the planning process for next year. Part of the program review process is for each program to write a mission statement for their program. After some discussion, the committee agreed that each division/department will write a mission statement. The committee also agreed that 05-06 unit plans should focus on the following priorities:

1. SLO
2. Retention
3. Curriculum updates
4. Accreditation Plans

Judie will draft some guidelines for the PC to review at the next meeting.

### 6.3 Subcommittee Report on 2005-2006 Planning and Budget Guidelines

The subcommittee met to work on the framework for the guidelines and to determine what information the PC needs from the Budget Committee. They discussed ways to strengthen the link between the Budget Committee and the Planning Committee. The sub-committee suggested the following recommendations:

1. Conduct analysis of 2003-04 Budget (Budget Ctr. % of unrestricted funds)
2. Conduct analysis of 2004-05 budget impact
3. Utilization of data for establishing 05-06, 06-07, 07-08 budgets
4. Consider in the estimate of future budget impacts:
   - Faculty hires
   - Health costs
   - Retention
   - Persistence
   - New buildings coming on line
   - Individual program impacts
   - COLAs
   - Growth
   - Other sources

The sub-committee would like the budget cycle to parallel the planning cycle.

David Angelovich, co-chair of the Budget Committee, will take the sub-committee’s recommendations to the next Budget Committee meeting for their input.

7.0 Other Business

None

Adjourned: 3:10 p.m.

Carolyn Sanchez
Recording Secretary