**Napa Valley College**  
**PLANNING COMMITTEE**  
**MINUTES**  
**October 28, 2005**

**PRESENT:** Stephanie burns, Dianna Chiabotti, Matt Christensen, Sally Fitzgerald, Loi Vo-Nguyen, Ron Rhyno, Ed Shenk, Jerry Somerville, Judie Walter-Burke  
**ABSENT:** Kirk Berger, Benita Briones, Rebecca Scott, Olga Travis

1.0 **Introductions**  
None

2.0 **Announcements**  
None

3.0 **Public Comment**  
None

4.0 **Approval of Minutes**  
M/S/C to approve the minutes of May 17, 2005, and September 23, 2005.

5.0 **Adoption of Agenda**  
M/S/C to adopt the agenda

6.0 **Information/Action**

6.1 **2005-06 Budget Update**  
There was no budget update.

6.2 **Review Program Evaluation & Planning Process**  
The new Program Evaluation and Planning (PEP) process combines self-study, evaluation, planning and budgeting for all instructional programs, student services, and administrative services at Napa Valley College. Each program will complete the evaluation and planning process every six years or more often if necessary.

All Program Evaluation and Planning Reports (PEPR) will be confirmed by a Verification Team to assess for accuracy and completeness and assure that the process has been followed. Each verification team will be comprised of 3-6 members (some members may represent two of the following groups) and should include individuals from both student services and instruction.

- Planning Committee member – Team Chair
- Budget Committee representative
- Academic Senate representative
- Classified Senate representative
- Administrative Senate representative
- Associated Student Body Representative

The following PC members volunteered to serve on the Verification teams and stated their preference as to which team they would like to be on.

Stephanie Burns Student Services or Instr.  
Dianna Chiabotti No preference  
Loi Vo-Nguyen No preference  
*(Since math is being reviewed and she is a math instructor she cannot serve on that team)*  
Olga Travis No preference
6.3 **Role of the Verification Teams**

**Duties of the Verification Teams**

1. Review the PEPR.
2. Verify the accuracy and completeness of the report and plan.
   a. Meet with those who developed the report and other faculty/staff/students in the program/service.
   b. Examine facilities, materials, supplies, and equipment presently being used for the program.
3. Verify that effective opportunities were available to faculty, staff, and students to express their views. Such opportunities could include: a) open meetings, b) visitations, c) surveys, and d) informal discussions.
4. Prepare a written summary/checklist for the PEP team based on 1 – 3 above.
5. Forward PEPR and Verification Team Summary (VTR) to V.P./President.
6. The team chair presents the PEPR and Verification Team summary to the Planning and Budget Committees.

Judie will conduct trainings with each verification team. The Verification Team’s reports should go to the VP’s before Christmas. Reports will be presented to the PC and BC at a joint meeting probably in February.

6.4 **2006-2007 Planning Priorities**

The 2006-2007 Planning Priorities need to be established. Judie reviewed the 05-06 Planning Priorities and asked the PC if we should continue with these for 06-07.

Dianna and Ed recommended that we use the 05-06 priorities with some tweaking.
The consensus of the Planning Committee is to use the 2005-2006 Planning Priorities with some revisions. The proposed Planning Priorities for 06-07 are as follows (changes are italicized).

1. Increase FTES by 4%.
2. Increase student retention by 0.5% per year – the percent of students who are retained in courses (i.e. who receive grades of A, B, C, D, F, CR, NC, I) out of total students enrolled in courses (A, B, C, D, F, CR, NC I, W)
3. Increase persistence by 0.5% per year – the percent of students enrolled in the next term out of students enrolled in the first term
4. *Develop Student Learning Outcomes at the program level and begin to incorporate SLOs at the course level*
5. *Update the curriculum as required by Title V*
6. *Address plans identified in accreditation, Student Equity Plan, and Program Evaluation and Planning.*
7. *Increase diversity among the faculty and staff by 2% per year*
8. *Address objectives from NVC Strategic Plan*

### 6.5 2004-2005 Progress Report

Judie gave an overview of the 2004-2005 Progress Report. Partnership for Excellence data is not included due to the fact that the researcher is out on maternity leave.

A question was raised regarding the Challenges on page 29 of the report. *Efforts to hire and keep faculty of color have been defeated by the low pay scale at the college.* Committee members wanted to look at the data relating to the above challenge, but low pay is beyond the scope of the Planning Committee.

The consensus of the PC is to forward the 04-05 Progress Report to the BOT.

### 7.0 Other Business

The next meeting is scheduled for December 9. Jerry Somerville would like the agenda to include Institution wide Student Learning Outcomes.

**Adjourned:** 9:45 a.m.