Napa Valley College  
PLANNING COMMITTEE  
MINUTES  
December 9, 2005

PRESENT: Stephanie Burns, Benita Briones, Dianna Chiabotti, Matt Christensen, Sally Fitzgerald, Jerry Somerville, Olga Travis, Loi Vo-Nguyen, Judie Walter-Burke

ABSENT: Kirk Berger, Ron Rhyno, Rebecca Scott, Ed Shenk

GUEST: Chris McCarthy

1.0 Introductions

None

Jerry Somerville announced that he will be on sabbatical spring 2006. Rebecca Scott will be taking over his SLO duties. Judie will check with Academic Senate regarding a substitute for Jerry.

Benita Briones announced that she is resigning from NVC effective January 6. She will find a new Classified rep. The Planning Committee wished her success in her new endeavors.

2.0 Announcements

None

Jerry distributed handouts which show an overview of the SLO process and an example of what a particular Program Outcome Guide would look like.

3.0 Public Comment

None

4.0 Approval of Minutes

M/S/C to approve the minutes of October 28, 2005

5.0 Adoption of Agenda

M/S/C to adopt the agenda with the addition of 7.1 PEP Update

6.0 Information/Action

6.1 Institutional-level SLOs - Jerry Somerville

Jerry Somerville gave an update on Student Learning Outcomes (SLOs). Jerry reported that he has been working on SLOs for two years. A pilot model was done spring 2004 and SLOs were in full swing by fall 2005. Jerry distributed handouts which show an overview of the SLO process and an example of what a particular Program Outcome Guide would look like.

A workshop will be held on flex day, Jan. 17, for faculty to break out into groups of 8-10 people and present outcomes of the programs they are associated with, which will give them an opportunity to talk to faculty in other disciplines. Next, 10-12 groups will develop a list of overriding Institution level outcomes, which will then be presented to all of the groups.

Jerry is asking the Planning Committee to consider taking on the role of reviewing the results from the workshop activity and synthesizing them for college level outcomes.
The consensus of the Planning Committee is to take on this new role and the committee thanked Jerry for all of his work.

6.2 Approval of 2006-2007 Planning & Budget Guidelines (attached)

Judie reviewed the Planning & Budget Guidelines and indicated that there were no significant changes from the 2005-2006 guidelines. Consensus of PC to approve the 2006-2007 Planning and Budget Guidelines.

6.3 Announcement of release of California Community Colleges Draft Strategic Plan

Judie reported that the California Community Colleges Systems Strategic Plan is nearing completion. It is expected to go to the Board of Governors on January 15, 2006, for adoption. Sally stated that initially there was very little in the plan on Instruction, but that has been corrected. The Board of Governors will provide direction to System Office staff on implementation.

6.4 Tentative Planning Committee meeting schedule for spring 2006

Judie reviewed the PC meeting schedule. The Budget meeting with Budget Center Managers is scheduled for January 27 so the PC will not have a meeting that day.

The joint meeting between Budget Committee and the Planning Committee may be scheduled on one of the PC’s meeting dates or we may need to schedule another meeting.

The PC will only hold meetings if they are necessary.

7.0 Other Business – Program Evaluation Process (PEP)

The four verification teams have been meeting and have started the process of reviewing reports. All but one of Instructions has been completed. Two of the programs have not completed the Schedules A – H, which are needed to move through the process. Sally pointed out that the people that are doing program evaluations do not normally fill out the schedules. These are usually done by the Division Chairs. We may need to provide more training on the schedules at the orientations.
Student Services has only one report turned in. Transfer Center will turn their report in next week. Student Activities and DSPS will turn their reports in after winter break.

Administrative Services has received the report for Facilities. Community Relations is still in progress.

Jerry suggested that a short evaluation form on the process be developed. Programs that have completed the Program Evaluation Process should fill out. It would be helpful to know what worked and what didn’t.

Suggestions and/or comments for the next cycle:
- Set deadlines for each section (all areas)
- Document doesn’t necessarily flow in a linear fashion.
- Conduct an orientation earlier and have another orientation midway through the process
- Make sure that the due date does not fall at the end of the semester

Adjourned: 9:45 a.m.

Carolyn Sanchez
Recording Secretary