Napa Valley College
PLANNING COMMITTEE
MINUTES
March 16, 2007

PRESENT: Stephanie Burns, Matt Christensen, Chris McCarthy, Mary Shea, Loi Vo-Nguyen, Judie Walter-Burke, Robyn Wornall

ABSENT: Christopher Adams, Oscar De Haro, Michael Dow, Michelle Hobbs, Sue Nelson, Rebecca Scott, Jerry Somerville, Terry Woodward

GUEST: Betty Malmgren

1.0 Introductions

Judie introduced Betty Malmgren, Director of Community Relations.

2.0 Announcements

Judie reported that Michelle Hobbs will replace Rebecca Scott, who is the Interim Dean of Instructional Services, Title III Coordinator, for spring semester.

3.0 Public Comment

None

4.0 Approval of Minutes

The minutes for the February 23, 2007, Planning Committee meeting have been tabled until the next meeting

M/S/C to adopt the agenda

5.0 Adoption of Agenda

M/S/C to adopt the agenda

6.0 Information/Action

6.1 NVC Marketing Plan – Status Report

One of the strategic goals is to develop a marketing plan for NVC. Betty Malmgren will provide an update on the status of this project.

Betty Malmgren reported that Request For Proposals (RFP) have been sent out for the Marketing Plan. They are due by Friday, March 23, 2007. Some of the specifications of the RFP are:

- Review existing documents
- Community needs assessment
- Employment trends
- What NVC should be offering, in what format

6.2 Planning and Budget Policy Review and Revision

The policy, originally written in 1994, needs to be updated to reflect title changes and other changes in terminology. The committee will discuss whether additional changes may be recommended.

Judie and Mary met with Dianna Chiabotti (Academic Senate President) to present the recommended minor changes to the Planning & Budget Policy. Dianna approved the changes. A copy of the policy with the PCs minor changes was then sent to the Budget Committee for their input.

Next step is for Academic Senate to present it to the BOT.
6.3 Verification Teams

Mary and Judie met with Dianna Chiabotti to discuss making some revisions to the PEP Verification Team structure. Copies of the Verification Team Proposal was distributed to the Planning Committee. The goals are to involve more faculty and staff in the verification process, reduce the workload for each verification team, and shorten the timeline for the verification phase of PEP. Ideally, each team would consist of one person that has already been through the PEP process and one that is scheduled to go the following year. This way there would be an experienced person with a novice. Each team would review 1 to 2 reports. Stephanie Burns suggested that each team have at least 2 reports to review. That way the teams might notice if a component from one report is missing. Also, it will not be necessary for a Planning and Budget Committee member to serve on each team. This has proven to be difficult for committee members.

Loi asked if there was anyway to include adjunct faculty in a one person program. Committee members felt that that was a good idea.

Loi also mentioned that the data for PEP wasn’t accurate. Robyn stated that the Curriculum Committee is working on obtaining correct data. The Curriculum Committee is also implementing a new process – Curriculum Action Plan, which should help with data. Loi also recommended that page numbers on the data sheets be consecutive.

The question was asked, “Is Program Review doing what it should in your area? Stephanie said that Biology is working on their program review and they are finding it a very helpful and useful process.

Robyn suggested that a question be added to the PEP questionnaire – “What was the process you used to develop report?”
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6.4 Accreditation Mid-Term Report
NVC submitted a Midterm Report to the Accrediting Commission for Community and Junior Colleges in October 2006. The Planning Committee reviewed that report before it was sent to ACCJC. The Commission took action in January to accept the Midterm Report. The committee will discuss distribution of the report and its use in the upcoming accreditation self study in 2008-2009.

7.0 Other Business
Mary stated that some people do not want to serve on a verification team because they don’t want to go against other faculty.

Chris McCarthy suggested that there should be a mission statement for PEP – a philosophy/guiding statement.

Judie distributed the letter from the Accrediting Commission notifying us that NVC’s Midterm Report was approved. A copy of the letter and report is in the library and will be distributed to faculty and staff that had input on the report.

Next meeting is scheduled for April 13, 2007.
Update on Marketing Plan

Adjourned: 9:35 a.m.

Carolyn Sanchez
Recording Secretary