Napa Valley College  
PLANNING COMMITTEE  
MINUTES  
September 15, 2006

PRESENT: Stephanie Burns, Matt Christensen, Michael Dow, Rebecca Scott, Mary Shea, Jerry Somerville, Loi Vo-Nguyen, Judie Walter-Burke, Robyn Wornall  
ABSENT: Oscar DeHaro, Armond Phillips, Terry Woodward

1.0 Introductions
Everyone introduced themselves.

2.0 Announcements
Judie welcomed everyone and especially Mary Shea as co-chair.

3.0 Public Comment
None

4.0 Approval of Minutes
M/S/C to approve the minute of May 12, 2006.

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

6.0 Information/Action

6.1 Establish regular meeting day and time
After some discussion it was decided to have the PC meetings on the 1st and 3rd Friday of each month, 8:15 – 9:45 a.m., and location to be determined. Some committee members may arrive late or leave early.

6.2 Review NVC Planning and Budget Process Policy (attached)
What is the role of the Planning Committee? What is our charge?
Judie reviewed the Planning & Budget Policy with the committee. The Planning & Budget Committees are governed by Board Policy D1150 since 1994. The policy was developed by a task force, made up of members from all constituent groups. Committee members noticed that there were several areas that needed to be revised, such as the Philosophy - Ed Code section. The revision of the Planning & Budget Policy will be added to the Overview of 2006-2007 Agenda Items.

Mary Shea had a warm-up game for the PC. There were three winners, Walt Unti, Jerry Somerville and Robyn Wornall.

6.3 Discuss completion of institution level student learning outcomes and assessments (attached)
On Sept. 6 Judie sent a draft of the Institutional Level SLO’s to the campus community for their input. On Sept. 13 Judie sent the comments she received to the PC and asked them to read them before the Sept. 15 PC meeting.

Jerry Somerville distributed two examples of institutional level SLO’s from other colleges and noted that the draft of NVC’s are very similar.

Committee members felt that some of the statements in our draft such as “Will participate responsibly and ethically in society” may be difficult to measure.
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6.4 Discuss proposed joint meeting with Budget Committee

Jerry suggested that a subcommittee work on re-defining the draft SLO’s. Jerry Somerville, Robyn Wornall, and Michael Dow volunteered. A suggestion was made to invite Tom Smeltzer from Vocational Education to work with the sub committee.

6.5 Discuss Program Evaluation and Planning process for 2006 and the role of the Planning Committee on verification teams

Assign members to verification teams for the year/look at verification calendar & deadlines. Attachments: Role of Verification Team, Annual Timeline, Verification Team Chart

Tabled until the October 6th PC meeting.
(This committee should have a discussion before the joint meeting. Judie and Mary have met with Scott and Walt to discuss direction of the joint meeting)

7.0 Other Business

Jerry suggested that a subcommittee work on re-defining the draft SLO’s. Jerry Somerville, Robyn Wornall, and Michael Dow volunteered. A suggestion was made to invite Tom Smeltzer from Vocational Education to work with the sub committee.

Tabled until the October 6th PC meeting.

None

Adjourned: 10:00 a.m.

Carolyn Sanchez  
Recording Secretary