Napa Valley College
PLANNING COMMITTEE
MINUTES
October 6, 2006

PRESENT: Christopher Adams, Stephanie Burns, Oscar DeHaro, Michael Dow, Mary Shea, Loi Vo-Nguyen, Rebecca Scott, Judie Walter-Burke, Terry Woodward, Robyn Wornall

ABSENT: Matt Christensen, Armond Phillips, Jerry Somerville

1.0 Introductions
   Judie introduced Christopher Adams who is our ASB representative.

2.0 Announcements
   None

3.0 Public Comment
   None

4.0 Approval of Minutes
   M/S/C to approve the minutes of September 15, 2006.

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

6.0 Information/Action
   6.1 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 and look at verification calendar & deadlines. Attachments: Role of Verification Team, Annual Timeline, Verification Team Chart
      Judie gave an overview of the Program Review Evaluation and Planning Process. The reports are due on November 1. The verification teams will be reviewing the reports during the month of November. In February there will be a joint Planning & Budget meeting to hear the report summaries. We will need four volunteers from the PC to chair each one of the verification teams. The verification teams are made up of 1 PC member, 1 BC member, 1 Academic Senate representative, 1 Administrative Senate representative, 1 Classified Senate representative and 1 ASB representative. Stephanie Burns and Loi Vo-Nguyen volunteered to serve as verification team chairs again. Mary Shea and Michael Dow volunteered also. Michael asked to serve on Instruction 2 (Art, Geology/Earth Science, Political Science, and Library). Stephanie, Loi, and Mary did not have a preference.

      Mary asked Stephanie and Loi to give an overview of what their verification teams did last year. Stephanie and Loi said that their teams looked at the schedules in the reports and made sure that what was requested in the schedules was mentioned in the report. Their teams also verified that the data supported what was written in the report. They did general editing and reviewed any suggestions with the PEP writer.
Each verification team member will receive a binder that will have the following:
The Role of the Verification Team
Annual Timeline
Copy of each Program Report and data
Example of a report from 2005-2006

The Research, Planning and Development Office will contact the Budget Committee and constituent groups for representatives.

6.2 Review the Midterm Report to the Accrediting Commission for Community and Junior Colleges (attached)

NVC is required to complete a midterm report on our progress on the Accreditation Team recommendations and the NVC Planning Summary from our self study report.

Judie consulted with those who are responsible for addressing each recommendation and plan and prepared a preliminary draft of each response. The evidence of progress on each team recommendation was also gathered. Each person who was involved in the preparation of the report was sent a copy of the final draft for review. The report was also reviewed by the President’s Council (Presidents of each senate and union). Judie asked PC members to review the report and let her know if they have any corrections.

The midterm report is going to the Board of Trustees for their approval on October 12, 2006.

6.3 Update from the SLO subcommittee

Judie provided the committee with background on the SLOs.

On FLEX day, January 17, faculty and staff broke out into groups of 6 to 8 people. Each group identified institution level outcomes.

4/14/2006 The Planning Committee broke out into five groups and each group took a topic from the flex day activity. Their assignment was to develop institutional SLOs for Napa Valley College. Rebecca Scott, Judie Walter-Burke, and Ron Rhyno volunteered to meet and fine tune the above draft statements.

Ron Rhyno, Rebecca Scott, and Judie Walter-Burke met on April 20 to review and revise the work of the
planning committee at its previous meeting. On 5/12/06 the planning committee discussed their draft of the SLOs and modified them further.

In June 2006 a draft of the Institutional SLOs was emailed to the college community asking for their input. Another email was sent out September 2006 asking the college community to review the draft Institutional SLOs and to submit any comments and/or concerns.

The SLO sub-committee (Jerry, Robyn, & Michael) has met and revised the Institutional SLOs. Jerry Somerville, who is out of town, has the revisions – so this item will be tabled until the next meeting. PC members asked that a copy of the revised Institutional SLOs be emailed to them.

Mary asked committee members what their reaction was to the campus-wide email that was sent out regarding adding a “Sustainability” SLO to the Institutional SLOs.

PC members felt that “Sustainability” is addressed in a broad way in MVV statements. Committee members feel that it doesn’t belong in the Institutional Level SLOs.

Judie will respond to those that sent in comments on the Sustainability SLO to let them know their comments were shared with the Planning Committee.

The sub-committee will continue to work on the wording of the SLOs and will send out a draft to the Planning Committee prior to the next meeting.

6.4 Report on the Instruction Council meeting

Mary and Judie attended an Instruction Council meeting recently regarding PEP. They reiterated on behalf of the PC the importance in tying the budget to the plan. They also received the following suggestions: The Division Chairs want to be involved earlier in the PEP process. A good time might be when the verification team meets with the PEP writer. The Division Chairs would also like to be invited to the Planning and Budget joint meeting to hear the reports from the verification teams. It is important for Division Chairs to be involved in the process.
The Division Chairs did receive a complete copy of the PEP reports along with the verification team summary, the letter from VP of Instruction, and schedules A – H (which are incorporated into the budget process).

7.0 **Other Business**

Rebecca Scott reported that the results from the fall semester flex day activity will be sent out to the college community soon.

**Adjourned:** 9:35 a.m.

Carolyn Sanchez
Recording Secretary