Napa Valley College  
PLANNING COMMITTEE  
MINUTES  
October 20, 2006  

PRESENT: Christopher Adams, Stephanie Burns, Armond Phillips, Mary Shea,  
Jerry Somerville, Loi Vo-Nguyen, Judie Walter-Burke, Terry Woodward, Robyn Wornall  

ABSENT: Matt Christensen, Oscar DeHaro, Michael Dow, Rebecca Scott,  

GUEST: Chris McCarthy  

1.0 Introductions  
Judie introduced Christopher Adams to the rest of the Planning Committee. Chris McCarthy introduced himself to the newer members of the committee.  

2.0 Announcements  
None  

3.0 Public Comment  
None  

4.0 Approval of Minutes  
Approval of the 10/6/2006 minutes  
This item was tabled until the Nov. 3, 2006, meeting.  

5.0 Adoption of Agenda  
M/S/C to adopt the agenda. We will be starting with item 6.2  

6.0 Information/Action  
Judie reviewed the 2005-2006 Progress Report with committee members. Typically it comes to the PC in October and then to the BOT in November.  
Stephanie Burns commented that Excel graphs tend to look exaggerated (page 13). She suggested changing the scale. Judie said that she would talk to Robyn Wornall.  

May Shea asked who decided on the percentage rates (see page 1 in the Strategic Plan). Judie replied that the Planning Committee set the percentage rates based on data trends provided by Robyn Wornall and added that we will be looking at these rates to see if they are realistic.  
There was concern as to the BOT’s reaction when they see that we decreased by 26% in Degrees (page 1), when we were to increase by 5%. There are several things that could have affected this decrease. Judie said that she and Robyn Wornall will meet with the President’s Cabinet to discuss this progress report before sending it to the BOT.  
Judie suggested that if anyone has any corrections to forward them to the Office of Research, Planning and Development.  
The final 2005-2006 Strategic Plan Progress Report will include an introduction by Chris McCarthy, the Mission, Vision, and Values, the 2005-2011 Strategic Institutional Plan, and a table of contents.
6.2 **Discuss the revised “Institution Level Student Learning Outcomes, “ drafted by the PC sub-group** (attached)

Judie distributed a packet showing all the previous information that had been shared on the SLOs.

The subgroup, consisting of Jerry Somerville, Robyn Wornall, and Michael Dow, had a series of individual meetings to work on revising the SLOs. The subgroup’s feeling was that the SLOs needed to be more precise. **Tom Smeltzer was asked for his input.** The revisions and Tom’s input are reflected in the draft dated 10/11/06.

Following are some revisions the committee suggested:

*Upon receiving a certificate, degree, or having become transfer ready, from Napa Valley College students will,*

Communicate ideas clearly and concisely in written and oral forms using appropriate media

Act responsibly and ethically as a community members,…

Demonstrate interpersonal skills by collaborating and working effectively with people from diverse backgrounds while respecting their viewpoints

Set goals and acquire and use the knowledge, skills, and abilities that are specific to a discipline or career to achieve these goals

There was a lot of discussion on the SLOs. The Planning Committee asked the subgroup to rework the “Job Skills” SLO and to come up with another one relating to setting goals (education, lifelong learning, adapt to change)

Jerry asked the committee for their input on the Community College Learning Assessment which is a standardized test to measure SLOs. This is the first year that this will be used for community colleges. The Planning Committee had many concerns regarding standardized testing. They can be either very useful or totally worthless. We have to make sure we are offering students what the test would be testing on.
There were also concerns raised regarding the random selection of students to take the test and their incentives for taking the test seriously.

6.3 Discuss “Community College Learning Assessment” (attached)

The Community College Learning Assessment would be an analysis of the institution. It would allow us to compare our results with other institutions. It does not give individual student results.

The consensus of the PC is that we are not ready to move on this issue.

6.4 Discuss “Ideas About an Assessment Committee for NVC,” prepared by Jerry Somerville (attached)

Jerry compiled ideas about an Assessment Committee for NVC which was sent out with the agenda packet. Jerry asked if this should be a separate committee or incorporated into the PC. His list outlined four general responsibilities of the Assessment Committee which are: Guide Policy, Assure quality, Educate Others, Provide Leadership. This committee has proven to be a very active committee at other colleges. Also, at some colleges, the Curriculum Committee has assumed the above responsibilities or the Assessment Committee is part of the Academic Senate Structure.

Chris McCarthy likes Jerry’s ideas on the Assessment Committee and commended him for doing a great job.

It was recommended that members review the materials for further discussion at the next Planning Committee meeting.

7.0 Other Business

None

Adjourned: 9:52 a.m.

Carolyn Sanchez
Recording Secretary