Napa Valley College
PLANNING COMMITTEE
MINUTES
FEBRUARY 8, 2008

PRESENT: Christopher Adams, Matt Christensen, Oscar DeHaro, Michael Dow, Fain Hancock, Sue Nelson, Mary Shea, Jerry Somerville, Judie Walter-Burke, Robyn Wornall

ABSENT: Stephanie Burns, Edward Beanes, Bob Freschi, Chris McCarthy, Martin Murphy

GUEST: Tia Madison

1.0 Introductions

Tia Madison is shadowing Sue Nelson for the day.

2.0 Announcements

Some members of the Budget Committee were surprised by the announcement of the joint meeting of the Planning and Budget Committees, scheduled this afternoon for the purpose of reporting on the results of the 2007 Program Evaluation and Planning process. Although an email was sent out earlier to hold the date, we need to provide earlier notice and more information to the campus community. We need to continue our efforts to strengthen the link between Planning and Budget. Mary Shea reminded everyone that they should attend the PEP Forum this afternoon from 1-4 if they are available.

None

3.0 Public Comment

None

4.0 Approval of Minutes

At the time this item was read there was not a quorum of members present. The minutes will be sent out via email for approval.

5.0 Adoption of Agenda

No quorum.

6.0 Information/Action

6.1 Overview of Basic Skills Initiative and what is required of NVC

Sue Nelson explained the new BSI. The state is providing funding to community colleges to support efforts that will provide services to students whose reading, writing, and math skills are below college level. The goal is to assist these students to move to college level courses and to graduate or transfer. Initially, NVC was to receive $100,000 per year, which was intended to be ongoing funding. However, due to the state budget crisis, NVC has been allocated $52,000 for 2007-2008. This year we are to conduct a self study of the needs of our basic skills students and develop a plan for improving their success. NVC has already been working on this through the Title III project. Robyn Wornall has been working on gathering data to support our plan.
Sue asked for suggestions as to how to gather ideas from throughout the college community. She has met with the Instruction Council which came up with several ideas. The committee suggested that there be a retreat. Those interested in participating must be familiar with the Chancellor's Office materials. Participants should include both counselors and faculty who work with basic skills students, as well as those who teach transfer level courses and have basic skills students enrolled in their courses. Through discussion, the following ideas were generated:

- More early assessment while students are in high school so they have more time to improve skills
- Link English with transfer level class in history, political science or other "relevant" course.
- Exit skills in high school are lower than entry skills at NVC. Work with high schools to bring them closer.
- Counselors could provide 2-3 semester ed. plan
- Change our terminology to be more positive. Do not refer to courses as "basic Skills" or "developmental".
- Become a "student ready college."
- We are limited to the number of additional sections of English that we can offer.
- If students are successful in their first course, they are more likely to continue.
- Early Alert is an important component. Should be done in the first 2 weeks of the semester. We need to be sure that there is support available to students who are having trouble.
- 1st generation college students typically have no one helping them at home. Students need guidance and need fewer choices of courses.
6.2 Accountability Reporting for Community Colleges (ARCC)

Robyn Wornall shared the Napa Valley College ARCC data that was released by the Chancellor’s Office on January 29, 2008. The college has 30 days to review the data and is required to prepare a 500 word self assessment that is to be submitted to the Chancellor’s Office by February 29, 2008. This is the second year that we have received ARCC data.

Robyn reviewed all of the charts and described how the peer groups are identified. NVC has improved in nearly all categories. The committee discussed the data:

- Table 1.5. ESL and Basic Skills. Robyn pointed out that improvement rates have declined. Title III funds have been used to restructure all of the course outlines in English so that the exit skills from lower level courses match the entry skills in the next higher course. The success of students enrolled in learning communities which were introduced in fall 2006, should also improve the basic skills improvement rates in future ARCC reports. We hope to see the rates improve.
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- Table 1.10 Ethnicity of students. The number of students who identify themselves as “unknown” or “declined to state” has dropped.
- Table 1.11 Peer grouping. NVC is higher than the peer group average in most areas. However, in F (Improvement Rate for Credit Basic Skills Courses) we are slightly below the peer group average.

Robyn talked about the information she plans to cover in the brief self assessment report. She asked the committee if they had any additional items that they thought should be covered. There were none. She will send Planning Committee members a copy of the self assessment.

6.3 2006-2007 Progress Report, NVC Strategic Plan

The draft of the Progress Report was sent to the committee in advance, as an attachment to the meeting agenda. Judie Walter-Burke explained that the report includes data and descriptions of activities that took place in 2006-2007 to help NVC achieve the goals and objectives that appear in the Strategic Plan. Each year this report is prepared by compiling information gathered from those who are responsible for achieving the goals. The college included the ARCC measures in our Strategic Plan. Because the ARCC data is not available until the end of January, our reports will not be complete until February. The committee did not have any additions to the report. Judie indicated that the report will be presented to the Board of Trustees as an information item at their next meeting on February 21.

Agenda items 6.4, 6.5, and 6.6 will be included on the agenda for the meeting on March 7.

7.0 Other Business

The meeting adjourned at 10:00 a.m.

Judie Walter-Burke

None