1.0 Introductions

Judie introduced new Planning Committee member, Bob Freschi.

2.0 Announcements

Chris Adams asked members to read the ASB and Phi Theta Kappa minutes that are sent out via email. None

3.0 Public Comment

None

4.0 Approval of Minutes

M/S/C to approve the minutes of September 14, 2007.

5.0 Adoption of Agenda

M/S/C to adopt the agenda

6.0 Information/Action

6.1 Equal Employment Opportunity Plan - The Planning Committee is charged with the responsibility to “review all college plans” and “endorse college plans for consistency with the Planning and Budget Philosophy.” The Chancellor’s Office requires that each college develop an EEO plan, to be submitted in December 2007. Laura Ecklin, Dean of Human Resources, will provide an overview of the Equal Employment Opportunity Plan (EEO).

The State Chancellor’s Office requires that each community college district develop and adopt a written Equal Employment Opportunity (EEO) Plan that addresses the requirements of the Education Code and Title 5 of the California Code of Regulations.

A draft of the NVC EEO Plan was sent out with the agenda packet. The language used in our draft EEO Plan was recommended in the model guidelines that were legally approved and reviewed by the Board of Governors at its January 2006 meeting. The plan has 16 components, but only eleven are required (Components 6 through 16). Components 1 - 5 are recommended. Components 11-13 and 15 are dependent on “availability data” that has not yet been provided to college districts. The EEO Plan must be submitted to the Chancellor’s Office by December 2007 for approval. The EEO Plan is revised every two years.

Component 14 (page 14) - Mary Shea asked if this section was taken from the Diversity Task Force Plan. Laura said that yes it was. Mary suggested that a stronger connection to hiring should be stated in this section.
The EEO Plan states that any organization or individual, whether or not an employee of the district, who is involved in the recruitment and screening/selection of personnel, is required to attend mandatory training on Title 5 regulations on equal employment opportunity. The training must be within 12 months prior to service.

A suggestion was made that Academic Senate may consider increasing the number of Flex days from 3 to 5. This would enable us to use the additional flex day for the Hiring Committee trainings.

Component 5: Advisory Committee (page 7)
Committee members wanted to know how this was different than the Diversity Task Force. Laura said that there was no major difference and in fact they could possibly be linked.

Judie asked the Planning Committee if the NVC Equal Employment Opportunity Plan is consistent with the NVC Planning and Budget Philosophy and Mission statement.

Consensus of the Planning Committee is “Yes.”

Laura will modify Component 14
Discuss with the Diversity Task Force the structure of the EEO Advisory Committee

6.3 Program Evaluation and Planning - The Planning Committee is charged with the responsibility to “review the results of the institutional program review process.” The committee will review the summary reports, verification team reports, and letters from the VPs and President for the programs reviewed during 2005 and 2006. The reports will then be presented to the Board of Trustees.

Judie gave an update on the PEP process. The verification teams have been put together and two orientations have been scheduled. The PEP reports are due on October 18. The Verification Teams have until the end of November to complete their task. Letters from the President and Vice Presidents will go out before the holiday break. The meeting to report on the PEP reports will be open to the campus community, instead of just the PEP participants and the Planning & Budget committees.

There has been a change to the Instruction Program Cycle. We had too many programs scheduled for PEP for 2008 so we have moved some of those to 2009.
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Since 2009 was the year for NVC Accreditation Self Study, we initially did not have any programs/dept. scheduled for review. This will lessen the load for 2008.

Mary Shea reported that she, along with several NVC faculty and staff, attended the RP Student Learning Outcomes Conference. She learned that it isn’t enough to have developed SLOs - we need to develop assessment tools. We still have quite a bit of work to do.

Mary also stated that NVC has to address the need for more research staff.

The Program Evaluation and Planning Process states that copies of the Area managers letters, Verification Team summary, and the program evaluation summary be sent to the Planning Committee and then to the Board of Trustees for official review. This step in the process was inadvertently overlooked. We have included in this agenda packet the above items for 2005-2006 and 2006-2007.

Consensus of Planning Committee to send the PEP letters and summaries forward to the Board of Trustees for review at their November 5, 2007, meeting.

Judie encouraged the PC to attend the November Board of Trustees meeting.

The 2008-2009 NVC Planning Priorities were approved at the October 11, 2007, BOT meeting.

None