Napa Valley College
PLANNING COMMITTEE
MINUTES
February 6, 2009

PRESENT: Stephanie Burns, Matt Christensen, Oscar De Haro, Donna Geiger, Ana Lopez, Martin Murphy, Regina Orozco, Erik Shearer, JoAnn Stubitsch, Judie Walter-Burke, Robyn Wornall

ABSENT: Rhue Bruggeman, Bob Freschi, John Liscano, Chris McCarthy, Sue Nelson

1.0 Introductions

2.0 Announcements

Robyn Wornall announced that Jessica Milliken was hired as the research assistant. Jessica has worked with other offices on campus and coordinated the Measure N campaign.

3.0 Public Comment

None

4.0 Approval of Minutes

M/S/C to approve the minutes of November 21 and December 5, 2008. The minutes of October 31, 2008 will be sent out via email for approval.

5.0 Adoption of Agenda

M/S/C to adopt the agenda

6.0 Information/Action

6.1 Accountability Reporting for Community Colleges - Robyn Wornall

Robyn reviewed the ARCC 2009 Report with the Planning Committee. Robyn will draft NVC’s self assessment and send to Dr. McCarthy for his review. The draft will then be sent to the Planning Committee and President’s Staff via email for review and input.

When the self assessment is approved by Dr. McCarthy, it will be sent electronically to the Chancellor’s Office on or before February 27.

6.2 SLO Assessment Update - Erik Shearer

The SLO Assessment Pilot Project is underway. This is the first cohort that will receive training on the TracDat software. The cohort consists of 16 departments, 45 classes. All of the participants are very enthusiastic about the process.

Erik hopes to have all of the course level SLOs completed by May 2009.

Erik attended the Academic Senate conference on Accreditation and SLOs Assessment. He said that other colleges are on warning because they didn’t have a link between SLO Assessment and the planning process. He feels that NVC is in pretty good shape.
6.3 Program Evaluation and Planning Process campus-wide forum on February 26, 2009, Room 1340
The 2008 PEP Process will conclude with a PEP Forum, Thursday, February 26, 1:30 - 4:15. The Planning and Budget Committees, PEP writers, Verification Team members will be in attendance. The Verification Teams will give a brief overview of the programs/services they reviewed.

6.4 Planning and Budget Process Policy - Stephanie Burns
The revised Planning and Budget Process Policy has been approved by the Academic Senate. This is a mutual agreement policy - to be approved by the Senate and BOT. It should go to the Board this spring semester.

6.5 2007-2008 Strategic Plan Progress Report - Judie Walter-Burke
The 2007-2008 Progress Report for the 2006-2011 NVC Strategic Plan was sent out with this agenda packet for review. Planning Committee members should send their comments to Judie. Judie received input from offices with primary responsibility for the objectives.

Judie had a question for Erik Shearer - page 8, #22, 1st bullet - # of course outlines - 287.

Another item to be checked - page 8, #23 - Title III date.

The progress report will go to the BOT in March.

The Strategic Plan should be reviewed again. A suggestion was made to remove dates.

7.0 Other Business
The February 20 PC meeting is cancelled. Our next meeting will be on March 6. The meetings scheduled for April and May could be cancelled if there isn’t any business to conduct.

Stephanie suggested that the Planning Committee could assist with reading the drafts of the Accreditation Standards.
Update on Accreditation Writing Teams:

The Steering Committee is in the process of reading draft 2 of the standards. They will share their comments with writing teams at meetings later this month. The writing teams will make the appropriate revisions and submit Draft 3 to the Research, Planning & Development Office. The drafts will be posted to the Accreditation webpage for campus-wide review and comment.

Two campus forums are scheduled for:

Friday, April 17, 10 - 12, Admin. Bldg., Room 1340
Thursday, April 23, 12:30 - 2:30, Room 1633

Adjourned: 2:15 p.m.

Carolyn Sanchez
Recording Secretary