PRESENT: Stephanie Burns, Matt Christensen, Chris McCarthy, Martin Murphy, Sue Nelson, Erik Shearer, Joann Stubitsch, Judie Walter-Burke, Robyn Wornall
ABSENT: Rhue Bruggeman, Oscar De Haro, Bob Freschi, Donna Geiger, John Liscano, Ana Lopez, Regina Orozco

1.0 Introductions
2.0 Announcements
3.0 Public Comment
4.0 Approval of Minutes
5.0 Adoption of Agenda
6.0 Information/Action
   6.1 Accreditation Self Study
       Update on forums
       Standard 1 - Institutional Mission and Effectiveness College profile

Forums
Two Accreditation Self Study forums were held to give the college community an opportunity to make comments and ask questions of the writing teams. The first forum was held on Friday, April 17, 10 - 12. There were quite a few writing team members in attendance. Three people from the college community attended. The writing team members had a very good discussion on the challenges they dealt with in writing the reports.

The second forum was held on Thursday, April 23, 12:30 - 2:30 (during college hour). Several writing team members attended and there were seven people from the college community. A lot of the questions dealt with prerequisites and SLO’s.

The drafts were posted to the Accreditation webpage along with a comment form, which could be filled out and sent to the Office of Research, Planning, and Development. We received roughly 30 comments.

Standard I
The Planning Committee felt that the Standard I draft was in good shape. On pages 13 & 14 - structure of the Datatel Implementation Steering Committee (DISC)... has to be revised. Sue Nelson will work on this piece. Also, the paragraph on page 25, “Chris will re-write this paragraph” needs
Minutes of the Meeting of the Planning Committee
Friday, May 1, 2009
Page 2

6.2 Planning Flow Charts
PEP Process in relation to Planning and Budget
Annual Plan and Budget Process Flow Chart

Initially there were flowcharts for the PEP Process, but they were really confusing. Sue and Judie revised the flowcharts and presented them to President’s Cabinet (although they haven’t seen this current draft).

The first flowchart, PEP Process, shows the process that the PEP report goes through. Sue suggested that arrows be added to help show the flow. Also, the second box in the middle, should read Verification not Validation.

The second flowchart is more detailed. Additional arrows should be added to show the flow.

The flowcharts will go back to President’s Cabinet for review.

to be revised. With the exception of the revisions mentioned above, there was a consensus of the Planning Committee that Standard I was in good shape.

College Profile
This sections includes:
Response to Recommendations
Update on Planning Agendas from 2003 Self Study
History of NVC
Organization Chart
Self Study Structure
Timeline
Data on Students and the institution

Robyn Wornall gave a brief overview of the data section of the self study. Areas of the self study need to be checked against these data elements.

Sue Nelson asked why Psychiatric Technician wasn’t included under B Pass Rates for Licensure Exams. Robyn stated that she only received information for one program.
6.3 Facilities Master Plan, Volume IV

There was a Facilities Master Plan (FMP) forum held yesterday, April 30, during college hour (12:30 - 1:30). Planning Committee members were encouraged to attend the forum.

The FMP is scheduled to go to the Board of Trustees for approval in August 2009. The charge of the Planning Committee is to endorse all NVC plans for consistency with the Planning & Budget Philosophy and Mission statement. In order for the Planning Committee to vote on an item, there should be a quorum. A quorum is comprised of four faculty members and four BOT representatives. The Director of Research, Planning, and Development is not a voting member, the faculty co-chair shall vote only to break a tie.

Stephanie and Judie were hoping that faculty members who were unable to attend today’s meeting would have gone to the forum. The only faculty member for the PC was Stephanie. We do not have a quorum today. A suggestion was made to send the FMP presentation via email to the PC members that aren’t here today and ask them to respond if they approve or disapprove.*

Chris McCarthy gave a brief overview and went through the PowerPoint.

6.4 Assessment Update

Erik Shearer gave an update on Assessment. Three instructional areas have completed their assessment. Two are entering their data into TracDat. Two areas have dropped out of the Pilot Program and a couple of programs have scaled back. SLO’s are done except for a handful of classes on which a decision needs to be made on whether we are keeping them or not. 5 + 1 will be rolled out in August. Each year, for 5 years, 20% of a programs classes will be assessed. On the 6th year is PEP.
Erik also mentioned that an assessment webpage on the college site will be available soon.

7.0 Other Business

7.1 PEP Forum

The PEP forum went very well. The Verification Teams gave their reports and all of the programs/units were represented.

An evaluation meeting on the PEP Process was held. Attendees were Faye Smyle, Scott Miller, Robyn Wornall, Sue Nelson, Debbie Saunders and Judie Walter-Burke. A Zoomerang survey was sent to all of the participants of the 2008 PEP. The results were reviewed at the evaluation meeting.

Following are just some of the suggestions that were made to improve the PEP process.

Curriculum co-chair should review the Curriculum section of the PEP report.
Assessment and SLO Coordinator should review the SLO section.
Director, Institutional Research should review the data section.

Adjourned: 3:26 p.m.

Carolyn Sanchez
Recording Secretary

*It was later learned that the PowerPoint was too large to email.