Napa Valley College
PLANNING COMMITTEE
MINUTES
October 17, 2008

PRESENT: Rhue Bruggerman, Stephanie Burns, matt Christensen, Oscar De Haro, Donna Geiger, John Liscano, Martin Murphy, Sue Nelson, Regina Orozco, Erik Shearer, Judie Walter-Burke, Robyn Wornall

ABSENT: Bob Freachi, Ana Lopez, Chris McCarthy

1.0 Introductions
Donna Geiger was introduced.

2.0 Announcements
None

3.0 Public Comment
None

4.0 Approval of Minutes
Tabled until the next meeting

5.0 Adoption of Agenda
M/S/C to adopt the agenda

6.0 Information/Action

6.1 2009-2010 Planning Priorities
The Board of Trustees approved the 2009-2010 Planning Priorities at the October 9, 2008 BOT meeting. They did have one change. They added the word constituencies to #6.

6. Develop and sustain strong connections with high schools, constituencies, various cultural communities, American Canyon, Upper Valley, and local businesses.

Judie thanked the PC members for voting on the 09-10 Planning Priorities via email.

6.2 FY 2009-2010 Planning and Budget Development Guidelines and Forms
Judie reviewed with the PC members the 2009-2010 Planning and Budget Development Guidelines and forms. There were minor revisions to Section 2 on page 16.

The committee approved the 2009-10 guidelines as presented.

6.3 Mission Statement - Review comments from campus community
The Planning Committee members reviewed the comments that were sent in by the campus community via email. Judie also shared one that she received just prior to this meeting from Tom Dana who said that he liked the revised statement.

The following will be added to the “Values” statement:
• Health and wellness

The committee approved the 2009-10 guidelines as presented.

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6. Develop and sustain strong connections with high schools, constituencies, various cultural communities, American Canyon, Upper Valley, and local businesses.

Judie thanked the PC members for voting on the 09-10 Planning Priorities via email.

Judie reviewed with the PC members the 2009-2010 Planning and Budget Development Guidelines and forms. There were minor revisions to Section 2 on page 16.

The committee approved the 2009-10 guidelines as presented.

Judie also shared one that she received just prior to this meeting from Tom Dana who said that he liked the revised statement.

The following will be added to the “Values” statement:
• Health and wellness
6.4 Planning and Budget Policy Revision - Minor revisions are recommended to the Planning and Budget Policy. Upon approval by the Planning Committee, the revisions will go to the Academic Senate for review and approval, and then to the Board of Trustees. See attached, page 33. The revisions include:

- Update Ed. Code sections
- Update staff titles
- Add 2 new positions to the Planning Committee - Director of Institutional Research and SLO Assessment Coordinator
- Update language

6.5 Outreach Master Plan - The NVC Outreach Committee has updated the Outreach Master Plan. Oscar De Haro will present the plan to the committee which will review the plan for consistency with the NVC planning philosophy, mission and strategic plan. See attached page 50

Oscar De Haro gave a general overview of the Outreach Master Plan. It was initially developed in 2004 and had not been revised until just recently. The Outreach Master Plan has already gone to the BOT and was approved. Typically, all plans should come to the PC for review prior to going to the BOT.

Oscar reported that they are currently working from the Outreach Master Plan. He commended Beth Hauscarriague, co-chair of the Outreach Committee, for all of the work she and the committee put into this plan.

The Mission statement will be revised as follows:

_Napa Valley College engages its students in high quality programs and services that promote learning; enhance academic success and workforce development; promote personal growth; and prepare life-long learners for their roles in a diverse, dynamic, and interdependent world._

Opening statement:

_Napa Valley College, as part of the California Community College System, provides open access to higher education._

There was consensus of the Planning Committee on the above changes.

Most of the revisions to the Planning & Budget Policy are minor. The significant changes are under the _Structure and Support of the committees_. Along with some title changes there is a suggestion to add two positions. _Director of Institutional Research and Assessment Coordinator (Faculty)_. These would be non-voting positions. By adding the Dir. Of Inst. Research, the Admin. Sen rep. appointed by the Admin Senate would be a rotating position. A concern was maintaining the voting structure of 12 voting members.

So, on page 46 of the October 17, 2008, Agenda packet a new "b" will be added regarding the non-voting positions and the old "b" will become "c".
6.6 Accreditation Self Study, Standard 1 - Committee members will volunteer to continue the work of the subcommittees in writing and revising the draft of Standard 1. The committee will review the first draft at this meeting and suggest clarification/revisions.

7.0 Other Business

The consensus of the Planning Committee is that the Outreach Master Plan is consistent with NVC Planning and Budget Philosophy.

Judie reported that last spring, the PC members broke out into sub-groups to work on Standard 1. With the 2008-2009 fiscal year, the Planning Committee has lost some members and gained new members. We need to reform the sub-groups to work on the Accreditation Standard 1. Judie went through the sections of Standard 1 and asked for volunteers.

**Standard 1.A** Stephanie Burns and Judie Walter-Burke
**Standard 1.B.1** John Liscano and Judie Walter-Burke (Sue Nelson will help in regards to SLOs)
**Standard 1.B.2** Judie Walter-Burke and Robyn Wornall
**Standard 1.B.3** The old sub-group was Mary Shea and Chris McCarthy. Mary has agreed to continue to work on this one. Donna Geiger volunteered and Sue Nelson said that she would be a resource.
**Standard 1.B.4** Robyn Wornall and Judie Walter-Burke
**Standard 1.B.5** Mary Shea and Jerry Somerville were on the previous sub-group and will continue to work on this section. Rhue Bruggerman and Erik Shearer volunteered to assist.
**Standard 1.B.6** Stephanie Burns and Martin Murphy
The Office of Research, Planning and Development will be a resource.
**Standard 1.B.7** Stephanie Burns and Oscar De Haro

Initially, the next Planning Committee meeting was scheduled for Friday, November 7. Since several PC members will not be able to attend on that date, the meeting was rescheduled for Friday, October 31.

Assignment: Subgroups will work on their sections of Standard 1. Drafts of the reports should be sent to the Office of Research, Planning & Development prior to the Oct. 31 meeting for distribution to Planning Committee.

Adjourned; 2:10 p.m.
Carolyn Sanchez
Recording Secretary