Napa Valley College  
PLANNING COMMITTEE  
MINUTES  
November 21, 2008

PRESENT:  Stephanie Burns, Matt Christensen, Oscar De Haro, Bob Freschi, Martin Murphy, Regina Orozco, Joann Stubitsch, Judie Walter-Burke, Robyn Wornall

ABSENT:  Rhue Bruggeman, Donna Geiger, John Liscano, Ana Lopez, Chris McCarthy, Sue Nelson, Erik Shearer

1.0 Introductions  
Joann Stubitsch is the new Classified representative.

2.0 Announcements  
The BOT approved the new Mission, Values & SLOs. The revised Planning & Budget Policy has been approved by the Academic Senate Executive Committee and will go to the full Academic Senate in December.

3.0 Public Comment  
None

4.0 Approval of Minutes  
The October 31, 2008, Planning Committee Minutes will be sent out by email to the PC for approval. There wasn’t a quorum.

5.0 Adoption of Agenda  

6.0 Information/Action

6.1 Budget Cuts:  President McCarthy has asked all college committees to submit suggestions for budget cuts. NVC will have to cut $1.8 million. Following are suggestions from the Planning Committee:

- Grants - We should look at where we are spending a lot of discretionary monies and perhaps seek grant money to cover those costs.
- Overtime - Last year the college paid $250,000 in overtime. The college should take a closer look at events and activities that call for custodians and campus police to work overtime. Facilities Work Orders - A lot of the projects have to be done when staff aren’t on campus.
- Modify Lighting schedule in parking lots.
- Curtail lighting of the tennis courts
- Provide information online rather than paper
- Develop a District policy regarding printing on both sides of paper.
- Install hand dryers in 6 of the largest restrooms on campus. (Paper towels cost $500/month per restrooms.)
- Maintain benefits but work fewer hours for reduced pay.
6.2. **Standard 1 Draft:** The Planning Committee will suggest additions and changes to the first draft of Standard 1 of the accreditation self study.

If PC has additional suggestions, they can email them to Judie or Scott Miller. There is also a suggestion box in front of the President’s office if you wish to remain anonymous.

Mary Shea and Judie (accreditation co-chairs) have met with most of the standard writing teams. Today is the due date for 2nd drafts. The reports, overall, are looking good.

Mary and Judie are in the process of revising the accreditation timeline. Editors for our self study have been identified as Jessica Amato and Sonia Wright.

Planning Committee members should review the draft of Standard 1 (agenda packet) and send any comments to Judie.

6.3 **PEP Update:** Judie will report on the status of the 2008 Program Evaluation and Planning Process.

All of the PEP reports are in and the verification teams are in the process of completing their reports. We hope to have all of the verification reports in by Wednesday, Nov. 26.

Initially there weren’t any programs going through PEP in 2009 because we will be working on our accreditation. We had to move some programs to 2009 because there was way too many in 2010.

6.4 **Planning Rubric:** ACCJC developed a rubric to identify a college’s level of proficiency in Planning. Last year the PC evaluated NVC on each of the factors in the rubric. The committee will review the areas where NVC was weak to determine whether improvements are still needed. We will discuss the level of proficiency. See attached rubric.

The Planning Rubric, developed by the Accrediting Commission, is a standardized tool that the visiting team uses when they visit a college.

With the exception of assessment of SLO’s, NVC is close to the Sustainable level. The Assessment Committee is looking at software packages that will generate data to assess SLO’s.
7.0 Other Business

The next Planning Committee meeting is scheduled for December 5. Robyn will give an overview of Accountability Reporting for the Community Colleges (ARCC). Planning Committee members are to read the draft of Standard 1 and send comments to Judie.

Adjourned: 2:30

Carolyn Sanchez
Recording Secretary