Napa Valley College
PLANNING COMMITTEE
MINUTES
September 11, 2009

PRESENT: Rhue Bruggeman, Stephanie Burns, Matt Christensen, Tom Dana, Oscar De Haro, Bill Fried, Donna Geiger, Chris McCarthy, Regina Orozco, Mary Shea, Joann Stubitsch, Judie Walter-Burke, Robyn Wornall

ABSENT: Sue Nelson, Erik Shearer

GUEST: Ken Arnold

1.0 Introductions

Judie welcomed everyone to the first official Planning Committee meeting of the year. She welcomed new members, Mary Shea, Tom Dana, Bill Fried and announced that Stephanie Arguello is the student representative.

2.0 Announcements

Chris McCarthy gave an update on the Accreditation. The chair of the visiting team, Jerry Patton, was here for a pre-visit and he indicated that NVC’s self study report looked really good.

The Visiting Team will be here the week of October 19 - 22. The Planning Committee is tentatively scheduled to meet with the Visiting Team on Tuesday, October 20, 4:30 - 5:30.

The dedication of the Ceramics building is scheduled for 4:00 on October 20.

3.0 Public Comment

None

4.0 Approval of Minutes

M/S/C to approve the minutes of August 14, 2009.

5.0 Adoption of Agenda

M/S/C to adopt the agenda

6.0 Information/Action

6.1 H1N1 Flu Plan - Ken Arnold will provide an overview of the NVC plan.

Ken Arnold gave an overview of the H1N1 Flu Plan, which is a subset of the Emergency Response Plan. The plan is being reviewed by President’s Cabinet. Once approved, Ken and Charlene Reilly will be responsible for enforcing the plan. Ken reported that the flu could hit our area as early as October or as late as November. On October 2 there will be a seasonal flu clinic on campus, in the South Parking area. This will be a drive through clinic and will test our ability to do a mass distribution. Ken encourages everyone to get a flu shot.

Flyers will be posted in English and Spanish throughout the campus. Ken said that the main message to convey is to not return to work until 24 hours after cessation of fever not being treated by medication.
6.2 2008-2009 Unit Progress Report Form - Last year, the Planning Committee identified the need to add an evaluation component to the annual unit level planning and budget process. A unit progress report form was developed. The committee will review the proposed reporting process which is scheduled to go into effect this fall.

The Unit Progress Report form was developed last year to close the gap in the annual unit level planning and budget process. The form was distributed at the October 31, 2008, Planning and Budget Committee meeting for the budget center managers.

Judie drafted a memo to send out from the Area managers (Oscar De Haro, Sue Nelson, and Chris McCarthy) explaining the need for the Unit Progress Report form and how to complete it.

6.3 Best of All Possible Committees - The Planning Committee will review and revise the Planning Committee procedures.

The Planning Committee went through the BOAPC document and found quite a few items to be revised - some were rather amusing. Following are some of the suggestions from committee members:

- Add time limits to agenda items and public comment
- #27 - link to college values
- #5 Remove “Avoid responding reactively…”
- #26 Remove “or talk to their partners.” Add “co” to “chair.”

Also, there is a lack of parallelism in the document. Mary Shea, Stephanie Burns and Judie Walter-Burke volunteered to revise the BOAPC document.

6.4 2010-2011 Planning Priorities - Each fall, the Planning Committee reviews the NVC Strategic Plan and identifies planning priorities for the upcoming annual planning cycle.

Each fall the Planning Committee goes through the Strategic Plan and identifies 5 to 7 campus wide priorities for the following year. Stephanie and Judie are scheduled to meet with the area managers (Chris, Sue, and Oscar) to get their area priorities.

In review of the Strategic Plan, the PC noticed that some of the items have been completed.
In preparation for the next meeting, the Planning Committee should review the 2006-2011 Strategic Institutional Plan and identify priorities. Stephanie and Judie will bring the lists from the area managers and the committee will review all suggestions and condense them down to roughly 6 institutional priorities for 2010-2011.

6.5 Fall 2009 Program Evaluation and Planning Schedule - Discussion of fall PEP activities.

The PEP writing teams are working on Part Two, Sections 5 and 6 of the questionnaire. Robyn and Debbie Saunders have been meeting with the lead writers to go over the data analysis. Robyn reported that she has stepped up the level of analysis that she provides to the PEP writers. The writers have appreciated Robyn’s input and detailed analysis. A few revisions have been made to the questionnaire form.

- The Director of Institutional Research has to sign off on Sections 5 and 6, checking for accuracy.
- Schedule F - Facilities Improvement/Renovations Request has been revised to include large scale projects.
- Schedule I - Research Project Request has been added. A number of research requests have come up as a result of Sections 5 and 6.

Judie announced that a list of the proposed Verification Team members has gone to President’s Cabinet. A memo has been sent to the proposed Verification Team members. Verification Team training will be held once all of the PEP reports have been completed and received in the Research, Planning and Development office. There will be four teams and each team will verify two programs/service area. The VT should have an easier time since the Director of Institutional Research will be signing off on sections 5 & 6.
By this time next year all programs will have
gone through PEP except for EMT, Hospitality,
and Dance.

The Planning and Budget PEP forum will be
scheduled for January.

7.0 Other Business

None

Adjourned: 2:20 p.m.

Carolyn Sanchez
Recording Secretary