Chapter 1: College Organization and Governance

1. About Napa Valley College

Napa Valley College, a California Community College dedicated to academic excellence and student achievement since its founding in 1942, has a rich tradition of educating generations of students from across the Bay Area, the United States, and the world. Our dedicated faculty, and exceptional student support services attract a wide range of individuals who seek to explore transfer and career pathways, gain valuable workforce skills, and obtain their Associate degree. Regularly recognized as one of the top two-year colleges in California, Napa Valley College offers students learning opportunities matched equally by the college’s beautiful setting in the Napa Valley.

1.1. Educational Philosophy

Education at Napa Valley College is based upon its belief in people—in their worth as individuals and in their capacity to develop to their fullest potential. NVC believes that people have the ability to direct their own destinies and to participate in directing the affairs of society.

Napa Valley College believes that all people should have an equal opportunity to develop to their potential. NVC believes in:

- Creating an educational environment which supports the learning process, where curiosity, openness, trust, helpfulness, and understanding flourish.
- An integrated approach to learning, stressing cooperation between the college and the community.
- Flexible and innovative approaches to learning and in programs that ensure excellence and stimulate the aspirations of students, staff and community.

1.2. Mission and Values

1.2.1. Mission

Napa Valley College prepares students for evolving roles in a diverse, dynamic, and interdependent world. The college is an accredited open-access, degree- and certificate-granting institution that is committed to student achievement through high-quality programs and services that are continuously evaluated and improved. The college serves students and the community in the following areas: transfer courses, career-technical education and training, basic skills, and self-supporting contract education and community education classes.

Approved by the Board of Trustees November 15, 2012
1.2.2. **Values**

Napa Valley College is a community of people excited about learning, where students are first and foremost in everything we do. We value, model, and encourage:

- Student Success
- Honesty
- Creativity
- Integrity
- Inclusivity
- Responsibility
- Openness to new ideas
- Respect for Others
- Health and Wellness

*Approved by the Board of Trustees, November 13, 2008*

1.2.3. **Institutional Learning Outcomes**

Students who receive a degree from Napa Valley College will demonstrate the following:

1. Communication & Collaboration
2. Critical Thinking & Information Competency
3. Global Awareness & Civic Responsibility
4. Personal Responsibility

*Approved by the Board of Trustees, September 12, 2013*

*Link: [Mission, Vision, Values and ILOs](#)*

1.3. **Accreditation**

Napa Valley College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org)

*Link: [Accreditation](#)*

2. **Academic Structure**

2.1. **Instructional Divisions**

Napa Valley College credit courses and programs are divided among the following instructional divisions:

- **Arts & Humanities**: Art History, Digital Art, Film, Humanities, Music, Performing Arts Center, Philosophy, Photography, Studio Arts, Theater Arts

Business & Entrepreneurship, Napa-Sonoma Small Business Development, Youth Entrepreneurship

Community and Continuing Education: Adult Education, Community Education, Food & Wine Enthusiasts Program, Professional Cooking School, Trips & Tours, Upper Valley Campus

Counseling Services and Student Success: Human Services, Addiction Studies, General Counseling

Criminal Justice Training Center: Criminal Justice Training, Law Enforcement (Basic Police Academy)

Health Occupations: Emergency Medical Services, Health Occupations, Licensed Vocational Nursing, Psychiatric Technician Program, Registered Nursing, Respiratory Technology, Wine Country Regional Simulation Center


Science, Mathematics & Engineering: Astronomy, Biology, Chemistry, Earth Science, Engineering, Environmental Science, Geography, Geology, Mathematics, Physics

Social Sciences: Administration of Justice, Anthropology, Economics, History, Political Science, Psychology, Sociology

Each division has an academic dean who provides administrative leadership, assistance, and direction for the division and serves to represent the division to the Assistant Superintendent/Vice President of Academic Affairs. Questions regarding policy, procedure, and practice should be directed to the appropriate dean.

Link: Academic Divisions and Departments

2.2. Board of Trustees

The Board of Trustees has been entrusted with the responsibility of protecting and developing one of the greatest resources a community can have - access to higher education for its residents and their families. Trustees believe that students educated at Napa Valley College will lead enriched personal and professional lives and that they will, in turn, make their unique contribution to this community and to the world in which we live.

Members of the board may be contacted by calling the President's Office at 707-256-7160. All faculty are welcome to attend monthly meetings of the Board of Trustees.

Link: Board of Trustees
2.3. Administration
Organization charts for academic, administrative, and faculty governance appear in Part Two - Appendix B.

3. Faculty Governance

3.1. Academic Senate
3.1.1. The Role of the Academic Senate
The Board of Trustees recognizes the role of the Academic Senate in matters pertaining to the formation of policies on academic and professional matters (reference Government Code 3540; Title 5, 53200-53205).

The Academic Senate is empowered to make recommendations to the Superintendent/President of the college and has the right to present its view to the governing board. The Academic Senate may present its written views and recommendations to the Superintendent/President for inclusion on the agenda of a Board of Trustees' meeting; in addition, the Academic Senate may address the board on matters of concern. The Board of Trustees shall consider and respond to such views and recommendations. The basic governance/committee structure of the college functions under the Academic Senate. Service on committees is an important faculty responsibility, and each faculty member is expected to serve on at least one committee or equivalent assignment.

*Board Policy H4110, approved by the Board of Trustees Approved 3/9/65 (old #4136) - Revised 4/14/71 - Adopted 7/12/84
Updated Title from Faculty Senate to Academic Senate 9/91*

*Link: The Role of the Academic Senate*

3.1.2. Senate Executive Committee
The Executive Committee shall advise and assist the Academic Senate President and Senate, Shared Governance, and District Committees, as well as be responsible for nominations to Senate offices and to Senate, Shared Governance, and District Committees, overseeing the election process, and other duties as assigned by the Senate or the Senate President.

The committee shall consist of the Academic Senate officers (President, First Vice President, Second Vice President, Secretary, and Treasurer); the immediate past president of the Senate; and the chair of each Academic Senate committee and co-chair of each Shared Governance committee. The Academic Senate President will chair the Executive Committee.

*Link: Academic Senate Executive Committee*
3.1.3. **Selection of Standing Committee Members**

The NVC Academic Senate is represented on three types of committees. Academic Senate Committees are established by and internal to the NVC Academic Senate, which holds authority for these committees. Shared Governance Committees are established by mutual agreement of the NVC Academic Senate and NVC Board of Trustees and are joint committees of the Senate and the BOT; authority is held as described in the documents detailing the roles and responsibilities of each committee. District Committees are established by the NVC Community College District, which holds authority for these committees.

In addition, the Academic Senate shall appoint five faculty members (including at least one EOPS counselor) to work with the EOPS/Financial Aide Department on scholarships. These faculty shall serve a three year term in place of their senate committee work.

All Full members of the Academic Senate are expected to serve on committees and Associate members of the Academic Senate are eligible to serve on committees. The President and Executive Committee shall appoint Senate representatives to Academic Senate, Shared Governance, and District committees; appointments shall be confirmed by the Senate. Faculty not so confirmed represent themselves only. As much as possible, appointments will be made such that each Division is adequately represented on each standing committee. Divisions are encouraged to recommend candidates to the Executive Committee for nomination.

3.1.3.1. **New Faculty Learning Community**

All new full time faculty hires automatically become members of the New Faculty Learning Community (NFLC) for the first year of service at NVC. The NFLC engages in professional development trainings geared specifically to support new instructors in teaching and/or counseling excellence. Participation in this community is mandatory and replaces the contractual requirement to serve on other college committees.

*Link:* [New Faculty Learning Community](#)

3.1.4. **Faculty Committees**

3.1.4.1. **Curriculum Committee**

The purpose of this committee is to evaluate and make recommendations on matters related to the credit and non-credit curriculum. Course and program additions, deletions, or significant changes or program requirements or in course outlines must be acted upon by this committee.

3.1.4.2. **Faculty Business Committee**

The Faculty Business Committee shall be concerned with the following faculty-related standards and policies:

<table>
<thead>
<tr>
<th>Ethics</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring</td>
<td>Assessment</td>
</tr>
<tr>
<td>Equivalency</td>
<td>Distance Education</td>
</tr>
<tr>
<td>Emeritus Status</td>
<td>Standards</td>
</tr>
</tbody>
</table>
3.1.4.3. Faculty Coach Committee
The Faculty Coach Committee shall be concerned with the Contract Faculty Evaluation Process. The committee will be chaired by the 2nd Vice President of the Academic Senate. The Committee will consist of Academic Senate members currently serving as coaches for the contract faculty evaluation process.

3.1.4.4. Student Success Standards Committee
The Student Success Standards Committee shall be concerned with the following standards and policies:

<table>
<thead>
<tr>
<th>Student preparation and access</th>
<th>Basic Skills Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Student Success Plan</td>
</tr>
<tr>
<td>Placement</td>
<td>Equity and Inclusivity</td>
</tr>
<tr>
<td>Matriculation and retention</td>
<td>Enrollment Management</td>
</tr>
<tr>
<td>Grievance</td>
<td>Grading</td>
</tr>
<tr>
<td></td>
<td>Program Discontinuance</td>
</tr>
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</table>

3.1.4.5. District Standing Committees
District Committees are established by the NVC Community College District through a shared governance process. The District has continuing and ad hoc committees organized to represent various constituencies of the college and/or community, such as the Board, Academic Senate, Administration, Administrative Senate, Classified, students, and community representatives. Such groups are sometimes called committees, task forces, or councils. The Academic Senate will choose whether to participate in such committees.

A current list of District standing committees is available in the NVC President’s Office. As of this date, District standing committees are:

- Planning and Budget Committee
- Enrollment Management Committee
- Facilities Planning Committee
- NVC Foundation Representatives Committee
- Staff Development Committee
- Inclusivity Committee
- District Instructional Technology Committee

3.1.5. Faculty Association
Also known as the “Association,” this organization is the exclusive representative for purposes of collective bargaining for regular and contract faculty (tenured and non-tenured) and adjunct credit instructors who have taught three of the last five semesters. The Association’s policy-making body is the membership at large. Members are both full- and part-time faculty. The Association is affiliated with the California Teachers’ Association
(CTA), the National Education Association (NEA), and the Community College Association (CCA). Membership is voluntary.

The Napa Valley Community College District and the Napa Valley Faculty Association/CCA/CTA/NEA enter into a contractual agreement every one to three years. The agreement covers the following areas, but may not be limited to, and should be consulted if there are questions regarding these issues:

- Association Rights
- Employee Rights
- Nondiscrimination
- Public Charges
- Health and Welfare Benefits
- Resignations
- Hours of Employment
- Leave Provisions
- Grievance Procedure
- Payroll Deductions
- Personnel Files
- Salaries
- Academic Calendar
- Instructional Load
- Reassignment Policy