



Business Meeting Minutes

2-9-10 (12:30-1:30 in Room 838)

Members Present: Amanda Badgett, Steven Balassi, Lauralyn Bauer, Glen Bell, Kate Benscoter, Stephanie Burns, Shawna Bynum, Dianna Chiabotti, Daniel Clemens, Michael Conroy, Emily Cosby, Tom Dana, Susan Engle, Steven Fawl, Stephanie Grohs, Ann Gross, Julie Hall, Betty Hopperstad, Gwen Kell, Barbara Kraig, Karen Larsen, Robert Miller, Lynda Monger, Bonnie Moore, Forest Quinlan, Denise Rosselli, Mary Salceda-Nunez, Debra Saunders, Rebecca Scott, Erik Shearer, Tom Smeltzer, Jerry Somerville, Walter Unti, Diane Van Deusen, Maria Villagomez, and Nadine Wade-Gravett.

Guest Present: Sue Nelson

1. Welcome

2. Adoption of Agenda

Change item 7.2 to Information Item, will be 6.7.
msp

3. Approval of Minutes from 12-8-09 -msp

4. Public Comment

-D.Rosselli noted a problem with students not getting textbooks. According to J.Schutz, the problem should be resolved as students without any problems will be advanced. A textbook committee is currently looking at options. G.Bell and M.Gianvecchio will serve as a faculty representatives to the committee.

-Thank you card from T.Woodward has been posted on Academic Senate Bulletin.

-Kudos to all faculty who worked on the accreditation report.

5. Action Items

5.1 Janet Stickmon will replace T.Woodward of Faculty Standards and Practices
msp

5.2 Attendance Policy

Student Standards proposed policy change to bring practice and catalog in agreement. Clarifying language added that allows faculty to drop a student from the roster if the first class is missed.

Faculty asked that change be posted to Student Handbook, schedule and catalog.
msp

- 5.3 GE Descriptions
Two page document similar to Title V wording.
msp – with edits

6. Information Items

- 6.1 Counseling services for Transferring Students
Counselors will come to classrooms to talk about services. Contact the Transfer Center if interested in having a presentation.
- 6.2 Curriculum Committee Process and Structure
Give Ad-Hoc Committee feedback by February 29th.
- 6.3 Faculty Hours
12:30 on the following dates: 2/25, 3/25, 4/22. The faculty hour will be an open dialogue focusing on the priorities of the college.
- 6.4 New Late Add Form
Now in place for all students and faculty.
- 6.5 Summer School Cuts
The schedule will be cut by 50%. Instruction Council set priorities based on state guidelines and student data. Chairs should be working with faculty. Cuts and scheduling priorities are for summer only.
- Drastic cuts have been made on non-credit. Most classes have been switched to fee based. Only ESL and basic skills remain in non-credit.
- 6.6 IT Upgrade Office 2007
Faculty Offices will be upgraded to 2007. This is an opt out policy so please inform IT if you do not want 2007 installed. For training, CISA110,130 as well as possible trainings at the TLC for those that need help.
- 6.7 Request for Faculty Participation in CSE GE Course Review
Looking for faculty to assist in the course review. Email S.Bynum if interested.

7. Discussion Items

- 7.1 Articulation Residency Requirement
Question was asked if students should be required to take a certain number of units NVC before getting college credit. The workload issue needs to be considered. There was also discussion about what constituted an articulation agreement. An adhoc committee has been established to look at developing a policy. Emails concerns to Erik or Nadine.

8. Reports

8.1 Shared Governance Reports

8.1.1 Budget – Walter Unti
Appears no mid-year cuts.

8.1.2 Planning – Stephanie Burns
No report.

8.2 Officers Reports

8.2.1 President – Shawna Bynum
Executive Committee is looking at size and length of terms for all committees. Questions, concerns, or suggestions should be emailed to S.Bynum.

8.2.2 1st Vice Pres. – Erik Shearer
No report.

8.2.3 2nd Vice Pres. – Rebecca Scott
All evaluations are on track.

8.2.4 Secretary – Nadine Wade-Gravett
No Report.

8.2.5 Treasurer – Julie Hall
3/\$500 scholarships have been set up. Currently the budget has \$1,512.

8.3 Standing Committee Chair Reports

8.3.1 Academic Standards & Practices– Stephanie Grohs
Approved Multiple Majors language; name changed from Dual Majors.
Policy now reflects current practice.

Multiple Majors: Students can complete the requirements for more than one major upon graduation, providing that all requirements are met for each major.

8.3.2 Curriculum – Steven Balassi
Two subcommittee groups have been set up to look at cleaning up curriculum and the GE requirements.

8.3.3 Faculty Standards & Practices – Ann Gross
Committee is looking at Faculty Ethics Policy. Will be brought forward with recommendations.

8.3.4 Learning Outcomes Assessment – Erik Shearer
Policy and direction will be determined by March. Looking to place finished product in the handbook by April.

- 8.3.5 Professional Development – Rebecca Scott
A zoomerang survey has been sent out – please take time to respond.
- 8.3.6 Social Committee – Susan Engle
Thanks to D.Angelovich for hosting the holiday party.
- 8.3.7 Student Standards & Practices – Robert Miller
Committee is discussing Disruptive Students Policy and Smoking Policy.

9. Next Meeting Items

- 9.1 Spring Meeting Dates: March 9, 2010
April 13, 2010
May 11, 2010

- 9.2 Future Meeting Topics

10. Adjournment 1:17 pm

Respectfully submitted by Nadine Wade-Gravett, Academic Senate Secretary

**2277 Napa-Vallejo Highway, Napa, CA 94558
(707) 259-6068 (707) 253-3018 FAX**

Attendance

Regular attendance in all classes is important for satisfactory academic progress. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of those absences. Further absences may cause the instructor to drop the student from the class.

Students who do not attend the first class meeting may be dropped or lose priority on the waiting list.

~~Students dropped from a class must submit a petition to the Vice President, Student Services in order to be reinstated. If a student is absent because of illness, a signed statement from a physician must be attached to the petition. It is important that the student contact the instructor as soon as possible after an absence has occurred. The Office of Student Services is located in Room 1339H, McPherson Administration Building, (707) 253-3110.~~

Original text from 2008-2010 Napa Valley College Catalog

NVC Proposed GE descriptions

A. Natural Science

Courses in the natural sciences are those that examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course will be designed to help the student develop an appreciation and understanding of the scientific method. These courses will also impart to the student an understanding of the relationships between science and the world around them. This category will include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

B. Social and Behavioral

Courses in the social and behavioral sciences are those that focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course will be designed to develop an awareness of the methods of inquiry used by the social and behavioral sciences. It will be designed to stimulate critical thinking about the ways people act in response to their societies and should promote an appreciation of how societies and social subgroups operate. This category will include introductory or integrative courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

C: Humanities:

Courses in the humanities are those that study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course will be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them with artistic and cultural creation. These courses will help the student develop aesthetic understanding and an ability to make value judgments. This category will include introductory or integrative courses in the arts, foreign languages, literature, philosophy, religion, and related disciplines.

D: Language and Rationality

Courses in language and rationality are those that develop for the student the principles and applications of language, whether it be written, spoken or symbolic. These courses will explore language in all its various stages; from logical thought to a clear and precise expression of that thought, including critical evaluation of the process. Three components of this area will be required.

- (i) **English Composition:** Courses fulfilling the English composition requirement will focus on written language. To satisfy the general education requirement in English composition, a course will be designed to include substantial instruction and practice in both expository and argumentative writing.
- (ii) **Communication and Analytical thinking:** Courses fulfilling the communication and analytical thinking requirement will focus on spoken or symbolic language. To satisfy the general education requirement in communication and analytical thinking, a course will be designed to help the student achieve an understanding of the relationship between language and logic, leading to the ability to communicate ideas, analyze and solve problems, and identify the assumptions upon which particular conclusions depend. This category will include introductory or integrative courses in oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.
- (iii) **Mathematical Concepts and Quantitative Reasoning:** Courses fulfilling the mathematical concepts and quantitative reasoning requirement will focus on symbolic language. To satisfy the general education requirement in mathematical concepts and quantitative reasoning, a course will be designed to help a student successfully process information requiring quantitative analysis, calculation, and the ability to use and criticize quantitative arguments. This category will include courses in mathematics, specifically those which meet or exceed the math competency requirement, including statistics.

E. Multicultural/Gender Studies

Courses in multicultural/gender studies introduce students to multiple cultural and gendered analyses of contemporary social life. To satisfy the general education requirement in multicultural/gender studies, a course shall be designed for the analysis of the contributions and perspectives of underrepresented cultures. Such analysis is to be explicit, not implicit, in the course of study. Courses shall include at least three of the following groups: African American, Chicano/Latino, Asian American, Native American, those defined exclusively by sex, sexual/affection groups, disabilities and those defined by age. A significant portion of the course of study shall offer gendered analysis, with special attention paid to the perspectives and contributions of women. Historical perspectives may be used to provide background and context and/or to reflect contemporary social conditions. This category will include introductory courses in a variety of disciplines that reflect multiple cultural and gendered analyses of contemporary social life.



Student ID # _____

PETITION FOR LATE ADD

THIS SECTION TO BE COMPLETED BY STUDENT

LAST NAME _____ FIRST NAME _____ MI _____

ADDRESS _____

PHONE # _____ EMAIL _____

Student's Signature

Date

- Student to complete above section. Your instructor to complete and sign bottom section.
- Petition **CANNOT** be processed without the "Instructor's signature" and the "Date of first attendance".
- You must make all payments. If you have questions, contact the Business Office in Building 1300, main campus.
- You are responsible to verify the status of your Petition for LATE ADD with the Admissions and Records Office.

INSTRUCTOR USE ONLY

The student named above has been in attendance since _____ in my class:
(date)

Synonym. # _____ Course Title-Number _____, for the _____
(Example: 51616) (Example: MATH 55)

Term, 20____, for _____ units but his/her name does not appear on the official class roster.

Explanation: _____

Instructor's Name (Print)

Instructor's Signature

Date

ADMISSIONS AND RECORDS USE ONLY

Approved Denied Date: _____ Dean's Signature _____

Comments: _____
