



## **Business Meeting Minutes**

**March 9, 2010**

**(12:30-1:30 in the Room 838)**

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**Members Present:** Jessica Amato, David Angelovich, Amanda Badgett, Steven Balassi, Glen Bell, Kate Benscoter, Stephanie Burns, Shawna Bynum, Dan Clemens, Michael Conroy, Emily Cosby, Agapito de la Garza, Michael Dow, Susan Engle, Steven Fawl, Sheryl Fernandez, Michael Gianvecchio, Roberto Gonzalez, Stephanie Grohs, Ann Gross, Julie Hall, Jennifer King, Christy Kling, Barbara Kraig, John Liscano, Sherry Lohse, Tia Madison, Robert Millay, Rob Miller, Lynda Monger, Bonnie Moore, Forest Quinlan, Scott Rose, Denise Rosselli, May Salceda-Nunez, Rebecca Scott, Mary Shea, Tom Smeltzer, Jerry Somerville, Walter Unti, Diane Van Deusen, Maria Villagomez, Nadine Wade-Gravett, Eve-Anne Wilkes, and Lisa Yanover.

**Guests Present:** Sue Nelson and Armond Phillips

**1. Welcome**

**2. Adoption of Agenda -msp**

**3. Approval of Minutes from 2-09-10 -msp**

**4. Public Comment**

-Union meeting on Thursday, March 11<sup>th</sup>.

-Thank you note from Linda Simpson posted on the AS Bulletin.

-Armond Phillips announced meetings on the budget/early retirement incentives expected savings of \$800,000 from 37 early retirements. With retirements and reorganizations, an expected savings of \$482,000. Management positions will be interim for one year and will be internally organized. Proposed reductions include:

-Summer school reduction, \$280,000.

-CFS development center move from 11 to 10 months.

-Classified union – agreed to 1 day a month furlough.

-Management – agreed to 1 day a month furlough.

-Personnel changes.

-Contracts stopped or reduced.

-Move noncredit to fee based.

-Still do not have idea about future cuts, so are advancing to second tier of cuts.

## 5. Action Items

- 5.1 Emeritus Status for Sable Howard-Hughes – msp
- 5.2 Bylaws Revisions (1<sup>st</sup> Reading)  
-Committee terms will change from 2 to 3 years with a maximum of 6 years.  
-Standing committee size will change to give flexibility.  
-Non tenure chairs need approval from the Executive Committee.  
-Basic Skills added as a standing committee.  
msp
- 5.3 BOT Policy on Equivalency – msp
- 5.4 Flex Day Format 2010/2011  
-PDC is recommending that we move to a workshop format. If faculty have any suggestions for topics, contact the PDC before the end of the month.  
msp
- 5.5 Recommendation to Grant Tenure  
Jessica Amato, Steve Ball, Michael Derby, Aaron DiFranco, Wayne Fortier, Donna Geiger, Alejandro Guerrero, Michelle Hobbs, Tia Madison, Angela Moore, Janet Stickmon, and Lisa Yanover.  
msp
- 5.6 Tenure Evaluation Timeline Changes  
-Changes proposed in timeline to allow for better administration and tallying of student evaluations.  
msp
- 5.7 Committee Assignment Changes
- 5.7.1 Wayne Fortier Replaces Kate Benscoter on Academic Standards & Practices.
- 5.7.2 Kate Benscoter Replaces Wayne Fortier on Facilities Planning.  
msp
- 5.8 GE Statement of Philosophy  
-General statement regarding general education. Outcomes are not outlines in the statement but are included in the policy.  
msp

## 6. Information Items

- 6.1 Catalog Check  
-All sections of the catalog should be revised. Check with Division Chairs/Deans.
- 6.2 Textbook Committee  
- The committee is looking into the cost of textbooks. This has surfaced as a problem for financial aid students and students who cannot afford. As a temporary solution, ALL instructors are requested to submit a copy of their book to the library reserve. New regulations require ISBN number to be posted in the schedule. Committee is also exploring books online, renting texts and possible partial texts.
- 6.3 New Late Add Form  
-New form is now being used. Form must be signed by faculty.

## 7. Reports

- 7.1 Officers Reports
- 7.1.1 President – Shawna Bynum  
-Campus will be switching to Office 07. Online training has been posted on the TLC webpage under Tech Training.  
-Transfer degrees – State Senate discussing current language for a transfer degree. There is a question of if the degree should be determined by law or by TitleV.  
Faculty recommend supporting language that would be included in the Title V. Alternatives were also brainstormed. Issue is to develop ways to track student success, such as certificates, and a follow-up tracing system.
- 7.1.2 1<sup>st</sup> Vice Pres. – Erik Shearer – no report
- 7.1.3 2<sup>nd</sup> Vice Pres./FCC Report– Rebecca Scott  
-Evaluations are progressing and no problems are noted.
- 7.1.4 Secretary – Nadine Wade-Gravett – no report
- 7.1.5 Treasurer – Julie Hall  
-Request funds for Classified Appreciation Week. Senate will donate \$150.00.
- 7.2 Standing Committee Chair Reports
- 7.2.1 Academic Standards & Practices– Stephanie Grohs – no report

- 7.2.2 Curriculum – Steven Balassi  
-Catalog deadlines approaching. Contact Division Chairs for information.
- 7.2.3 Faculty Standards & Practices – Ann Gross  
-Revised Ethics Policy and procedures will be forwarded to faculty. Pay attention to the attachments.  
-Recommended that retiring faculty complete the form for Emeritus Status.
- 7.2.4 Learning Outcomes Assessment – Erik Shearer  
-A draft of the Assessment Philosophy will be completed soon. Training videos will also be available.
- 7.2.5 Professional Development – Michelle Hobbs – no report
- 7.2.6 Social Committee – Susan Engle – no report
- 7.2.7 Student Standards & Practices – Rob Miller  
Disruptive Student Policy changes will be coming forward. Committee is also talking about a No Smoking Policy.
- 7.3 Shared Governance Reports
  - 7.3.1 Budget – Walter Unti  
-Budget meeting will be March 9<sup>th</sup>.
  - 7.3.2 Planning – Stephanie Burns – no report

**8. Next Meeting Items**

- 8.1 Next Meeting Dates: April 13, 2010  
May 11, 2010
- 8.2 Next Meeting Topics  
-Ethics Policy, Curriculum Packet.

**9. Adjournment** 1:21 pm

*Respectfully submitted by Nadine Wade-Gravett*



## **Business Meeting Minutes**

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

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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

#### **10. Welcome**

#### **11. Adoption of Agenda**

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

#### **12. Approval of Minutes from 12-8-09 -msp**

#### **13. 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.

#### **14. 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

## 15. 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 29<sup>th</sup>.
- 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.

## 16. 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.

## 17. Reports

### 7.8 Shared Governance Reports

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

8.8.2 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.

8.2.3 1<sup>st</sup> Vice Pres. – Erik Shearer  
No report.

8.2.4 2<sup>nd</sup> Vice Pres. – Rebecca Scott  
All evaluations are on track.

8.2.5 Secretary – Nadine Wade-Gravett  
No Report.

8.2.6 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.

**18. Next Meeting Items**

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

- 9.2 Future Meeting Topics

**19. Adjournment** 1:17 pm

*Respectfully submitted by Nadine Wade-Gravett, Academic Senate Secretary*



## **EQUIVALENCE TO MINIMUM QUALIFICATIONS FOR ACADEMIC PERSONNEL H4446**

All academic personnel must meet minimum qualifications as set forth in the Board of Governor's (BOG) Disciplines List and in Title 5 of the California Code of Regulations. Districts are authorized to establish local policies and practices for determining equivalence to the minimum qualifications.

The criteria and procedures for determining equivalence to the minimum qualifications shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

See Administrative Procedures

Revised 3/10

Reference Education Code Section

# Bylaws Revision Summary

(Page 6 of 17)

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

*Section 1: Academic Senate Standing Committees and Subcommittees (Page 7 of 17)*

Academic Senate Committees are established by and internal to the NVC Academic Senate, which holds authority for these committees. Standing committees of the Academic Senate whose only members are members of the Academic Senate are:

1. Executive Committee
  - Nominations & Elections Subcommittee (Convened prior to elections.)
2. Faculty Standards & Practices Committee
3. Professional Development Committee
4. Social Committee

Standing committees of the Academic Senate which have representatives from outside the Senate are:

1. Academic Standards & Practices Committee
2. Curriculum Committee
3. Student Standards & Practices Committee
  - Student Conduct and Complaint/Grievance Subcommittee
4. Scholarship Committee
5. Learning Outcomes Assessment Committee
6. **Basic Skills Initiative Committee**

## 3 Year Committee Terms

*Section 7: Terms on Committees (Page 8 of 17)*

The term for serving on a committee shall ordinarily be ~~two~~ **three** years, with the provision that the committee or the division may recommend to the Executive Committee that an incumbent be reappointed. The Senate shall confirm the reappointment. No committee member shall serve for more than two consecutive ~~two-~~ **three** year terms unless the Bylaws stipulate that his/her position be represented on that committee, ~~or unless there is a unanimous reappointment by the Executive Committee.~~ The Senate shall confirm each reappointment. Provisions shall be made for staggering the terms at initial implementation of a new committee.

## Floating Committee Size

*Section 2: Faculty Standards & Practices Committee (Page 11 of 17)*

Membership: The committee will consist of ~~5~~ **four to five** Academic Senate members, including the First Vice President.

*Section 3: Professional Development Committee (Page 12 of 17)*

Membership: The committee will consist of ~~5~~ **four to five** Academic Senate members, including the Second Vice President, and one non-voting member, the TLC Director.

*Section 4: Social Committee (Page 12 of 16)*

Membership: The committee will consist of ~~5~~ **four to five** Academic Senate members.

*Section 5: Academic Standards & Practices Committee (Page 13 of 17)*

Membership: The committee will consist of ~~5~~ **four to five** Academic Senate members, including at least one counselor, and one librarian. Non-Senate members are the Vice President of Instruction, one classified representative, and one student appointed by the Associated Student Body.

*Section 7: Student Standards & Practices Committee (Page 14 of 17)*

Membership: The committee will consist of ~~5~~ **four to five** Academic Senate members, including a counselor. Non-Senate members are: the Vice President of Student Services, the Coordinator of Student Life and one student appointed by the Associated Student Body.

*Section 10: Learning Outcomes Assessment Committee (Page 15 of 17)*

Membership: The committee shall consist of the following Academic Senate representatives: a Faculty Co-Chair, who shall be the Learning Outcomes Coordinator; and **four to six** (~~6~~) additional faculty including one from Counseling. Non-Academic Senate committee members shall include the Director of Institutional Research, who shall be the administrative Co-chair, the Dean of Instruction; one (1) ASB representative; and one (1) Student Services representative.

BSI Committee
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### **SECTION 11: BASIC SKILLS INTIATIVE COMMITTEE** (Page 15 of 17)

The Basic Skills Committee shall provide institutional direction to integrate validated effective practices for underprepared students to succeed at college level learning. The committee shall be responsible for developing and assessing a yearly basic skills plan reflecting the state's *Basic Skills Initiative*.

Membership: The committee shall consist of the following Academic Senate representatives: a Faculty Co-Chair, who shall be the Basic Skills Coordinator; and four to five additional faculty including one from English, Math, ESL and Counseling. Non-Academic Senate committee members shall include one to three individuals from the following list: Vice President of Instruction, Dean of Learning Resources, Dean of Occupations one of whom will serve as Co-Chair

The Basic Skills Committee shall:

1. Review all policies and procedures for the *Basic Skills Initiative*
2. Review validated information on effective practices in providing instruction and support services to underprepared students
3. Recommend basic skills activities
4. Provide institutional guidance in implementation of effective practices
5. Develop the yearly basic skills plan
6. Create and implement assessment of basic skills activities
7. Provide budget direction

8. Submit mid-year and yearly *Basic Skills Initiative Budget*
9. Provide feedback to the Academic Senate and campus on basic skills progress

Chairs Must Be Tenured
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*Section 9: Committee Chairs (Page 9 of 17)*

For Academic Senate Standing committees, the chair shall be a Regular ~~or Contract~~ faculty member elected by the committee (unless approved by the Executive Committee). The Curriculum Committee Faculty Chair shall be a Regular faculty member (unless approved by the Executive Committee) elected by the Senate representatives on the committee.

For Shared Governance committees, the Academic Senate Co-Chair shall be a Regular ~~or Contract~~ faculty member (unless approved by the Executive Committee) appointed by the Senate President and Executive Committee and confirmed by the Senate.

For District committees, the Academic Senate Co-Chair shall be a Regular ~~or Contract~~ faculty member (unless approved by the Executive Committee) appointed by the Senate President and Executive Committee and confirmed by the Senate.

## Statement of Philosophy of General Education at Napa Valley College

General Education, an integrated program of courses, is the foundation of the Associates Degree. General Education courses introduce students to the achievements, the methods of inquiry and the major principles and concepts in the humanities, the social sciences, mathematics, and the natural sciences. Graduates possess in common a foundation of knowledge for understanding their physical environment, culture and society and the skills of inquiry, reflection, and expression for personal growth and lifelong learning.

## Tenure Evaluation Timeline Changes

### C. FALL SEMESTER

1. By the end of the second week, tenured faculty members being evaluated will participate in an orientation to the evaluation process. At this orientation, faculty members will submit course syllabi to the Academic Senate Second Vice-President and receive:
  - a. information on the process and timelines
  - b. the Self-Evaluation Survey (SES)
  - c. program/class data
2. By the end of the third week, the FCC will meet for:
  - a. an orientation to the process and timelines
  - b. a review of the syllabi of all evaluatees
  - c. development of a meeting/training schedule for the remainder of the academic year
3. By the end of the fifth week, the evaluatee will meet with his/her coach(es) to:
  - a. review the evaluation process and timelines
  - b. review the Self Evaluation Survey
  - c. review, discuss, and revise, if necessary, syllabi, goals, instructional design, assignments, and assessments for each course
  - d. identify courses for which student evaluations will be collected and select dates for student evaluations.
  - e. discuss any other areas of interest or concern

If the evaluatee has significant job duties falling outside the traditional teaching/ counseling/ librarian areas, the coach(es) and evaluatee will identify alternatives to peer and/or student evaluations. In such cases, the coach(es) will submit a request for alternative evaluation measures to the Academic Senate Second Vice-President for approval prior to collecting the alternative evaluation material. This request will outline the alternative evaluation measures, as well as a justification for these alternatives.

4. By the end of the sixth week, the coach(es) will complete the Initial Meeting Form and return it to the Academic Senate Second Vice-President.
5. By the end of the ~~tenth~~ **twelfth** week, student evaluations will be collected. (See section IV.A. for process of collecting student evaluations.)
6. By the end of the ~~thirteenth week~~ **first week in December**, each coach will meet with the evaluatee to:
  - a. review student evaluations and give appropriate feedback
  - b. review SES and identify training needs (these will be forwarded to the FCC Chair)
  - c. discuss other issues related to the evaluation
7. By the end of the ~~fifteenth~~ **eighteenth** week, the FCC Chair, the TLC Director, and the Academic Senate Second Vice-President will develop a training schedule for professional development activities.

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



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: \_\_\_\_\_  
\_\_\_\_\_