Academic Senate Executive Committee
Meeting Minutes, 10/5/10

Attendance: Dave Angelovich, Steve Balassi, Stephanie Burns, Shawna Bynum, Sheryl Fernandez, Stephanie Grohs, Ann Gross, Julie Hall, Fain Hancock, Michelle Hobbs, Rob Miller, Mary Shea, Erik Shearer, Nadine Wade-Gravett.

1. Welcome

2. Adoption of Agenda -msp

3. Approval of Minutes from 9/7/10 -msp


5. Discussion Items

5.1. Non-Smoking Policy
Nadine will meet with the President. The subcommittee has been established and will include faculty, Administrators, classified staff, and students. The purpose of the committee is to make the campus a healthy smoke-free campus.

5.2. Flex Day Topics 2011/2012
Topics for Flex Day will be finalized on Thursday, 10/7. The day will continue with the workshop format.

5.3. Spring 2011 Flex Day Theme
SB 1440 will be the theme allowing time for faculty to work on the implementation.

5.4. SB 1440 Update
Emails will be forthcoming regarding the bill. The upcoming faculty hour on October 28th will be dedicated to the bill.

5.5. BSI Bylaws Change
Language is being proposed to change the designation of the Basic Skills Coordinator as the Faculty Co-Chair of the committee. The chair will be elected from the faculty senate representatives.

5.6. Articulation Agreement
The proposed agreement was presented last spring. The changes proposed include language requiring that all faculty involved are expected to uphold high standards of academic rigor. Other changes include the inclusion of a validity date. All agreements will be only valid for the years indicated and will be reviewed yearly. –msp to adopt agreement.

5.7. Ad-Hoc Evaluation Meetings
An Ad-Hoc committee is reviewing the process for Contract Faculty Evaluation. Executive Committee is not comfortable only having one faculty representative and will be asking the PDC to submit a name to serve on the committee. The Executive Committee will bring the issue forward.
to the full senate for additional representation. It was stressed that a distinction between administrative needs and faculty needs must be assured.

5.8. Faculty Ethics Advisors
3 members have been selected, but a tie exists between 3 candidates for the 4th and 5th advisors. Candidates will be notified and final representative will be determined. **–msp, 1 abstention**

5.9. Art History Disciplines List
Fine Arts Division is proposing to establish a separate discipline for Art History. The process requires endorsement from the full senate, the regional senate, and the state senate before being submitted to the Board of Governors. **–msp to endorse proposal.**

5.10. Title IX Compliance
In order to be compliant with Title IX, NVC must add a women’s sport (soccer). This addition has been proposed in numerous PEP reviews as well. Kevin Luckey will be asked to present at full senate.

6. Reports

6.1. Officer Reports

6.1.1. President:
-It has been announced that the Program Discontinuance process has started for Broadcast Communication. Faculty representatives that will serve on this committee will be Glen Bell, Steve Goze, and Shawna Bynum. 
-Faculty Hour will be focused on SB 1440. October 28, 12:30, Faculty Lounge (1000 bldg).
-Faculty Committee Chairs are reminded to submit agendas and minutes to Shawna Bynum and Lauren Lee. This is an issue of Brown Act Compliance. 
-Planning committee will be developing plans based on the Campus Climate survey. It was noted that the survey failed to address the LGBT input. The question of religious input was also a concern. It was expressed that a plan cannot be developed without that input. Executive Committee expressed the need for a new survey to address those concerns. This will be brought before the full senate.

6.1.2. Vice President: no report.

6.1.3. 2nd Vice President: no report.

6.1.4. Secretary: no report.

6.1.5. Treasurer: balance is $728.76.

6.2. Committee Reports:


6.2.2. Basic Skills Initiative- no report.
6.2.3. **Curriculum**- Steve Balassi has sent out an email regarding dates for curriculum submission.

6.2.4. **Faculty Standards & Practices**-
- Hiring procedure revisions are being worked on. The committee will bring forward revised procedures in the spring. Committee is also working on equivalency training.

6.2.5. **Learning Outcomes Assessment**-
- Committee reviewed the new job description. The job will be divided into two positions, instructions and student services. Faculty position will include 40% release time. The job description is being reviewed and the process is on hold. Issues include a faculty senate position being appointed by the administration. The position may not necessarily be the chair of the committee. It is also recommended that an elected officer be on the hiring committee.

6.2.6. **Professional Development Committee**- no report.

6.2.7. **Social Committee**
- Committee has funded requests for CDC to assist in the grief process for staff. The committee sent a card to the McCarthy family.
- A reception is planned for the new president.
- A faculty October-Halloween beer fest has been planned for October.
- A “Bring your own cheese” party will be held at the winery in November.
- A chili cook-off has been planned.

6.2.8. **Student Standards & Practices**
- Committee is examining the mandatory drop after 3 days from registration date. It appears that access to email was an issue, particularly for Active Duty Military personnel.

6.3. **Shared Governance Reports**

6.3.1. **Budget Committee**
- No budget at this time. The reserve was discussed- 10.5% and 8.5% projected reserve, but it was determined that the committee needed to have more information... a final budget would be nice!

6.3.2. **Planning Committee**- no report.

7. **Next Meeting Items**

7.1. **Next Meeting:**
- Tuesday, November 2, Location TBA

8. **Adjourned**
- 1:25 PM

Respectfully submitted by Nadine Wade-Gravett.
6. Provide feedback to the Academic Senate on actions as described above.
7. Serve as advisory committee to the department of Student Life.

SECTION 9: FACULTY COACH COMMITTEE
The Faculty Coach Committee shall be concerned with the Faculty Evaluation Process. Members are expected to train on the components of the evaluation and support each other through the process as they work with individual evaluatees to identify and address specific goals following the areas of professional responsibility developed by the Napa Valley College faculty as a whole.

Membership: 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 tenured faculty evaluation process. Every attempt shall be made to ensure that members of this committee are not themselves being evaluated in the same academic year as serving on the committee.

The Faculty Coach Committee shall:
1. Inform the Professional Development Committee of training needs.
2. Discuss methods for evaluating faculty and processing information
3. Work with the TLC Director to ensure appropriate professional development activities are available
4. Consult collegially when concerns arise in an evaluation process for a faculty member

SECTION 10: LEARNING OUTCOMES ASSESSMENT COMMITTEE
The Learning Outcomes Assessment Committee shall provide direction and oversight for Learning Outcomes Assessment at Napa Valley College. Direct and manage yearly assessment cycle. Create and implement Assessment policies and practices college-wide. Develop educational and training activities on learning assessment and utilizing assessment data for program improvement.

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 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.

SECTION 11: BASIC SKILLS INTIATIVE COMMITTEE
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 Career Technical Education 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

Article VI: Shared Governance Committees, Structures, & Responsibilities

SECTION 1: BUDGET COMMITTEE
The Budget Committee shall oversee, monitor, and make recommendations relative to the NVC budget.

Membership: The committee shall consist of 6 Academic Senate representatives and an Academic Senate faculty co-chair. Non-Senate members are the District Co-Chair, Vice President of Instruction, Vice President of Student Services, Director of Facilities, a classified representative, an administrative representative, and on student appointed by ASB.

The budget committee shall:

1. Have the recommending authority on budget matters to the college president; final recommending authority to the Board of trustees rests with the president; final approval rests with the Board of Trustees)
2. Focus on the institutional budget, not on specific budget line items
3. Develop and recommend preliminary, tentative, and final budgets consistent with annual institutional goals and objectives, strategic plans, program review, and the planning and budget philosophy
4. Recommend to the college president allocations of resources consistent with the vision, mission, and strategic institutional plans
5. Review institutional and area budgets for consistency with the planning and budget philosophy

SECTION 2: PLANNING COMMITTEE
The Planning Committee shall oversee all college planning.

Membership: The committee shall consist of the following Academic Senate representatives: 6 faculty representatives and a faculty co-chair. Non-Senate members are the District Co-
High School to College Articulation Policy  
Napa Valley College

I. Principles
Napa Valley College establishes course-to-course articulation agreements with high schools to facilitate successful student transition from high school to college. All articulation agreements must be established and maintained according to the following guidelines and principles:

1. Articulation agreements are initiated by high school faculty and approved by college faculty in the appropriate NVC department. NVC faculty may also approach high school faculty to begin the process.
2. To establish articulation agreements, both high school and NVC faculty must agree to the following conditions:
   a. Common measurable learning outcomes as determined by the college faculty.
   b. Common assessment methods, e.g. exam, portfolio, skills demonstrations, or other mutually agreed-upon methods.
   c. Common measure of success, e.g. score or placement on rubric, percentile, grade, etc.
   d. The receiving college faculty has the right to review and approve or deny any individual application for credit through articulation.
3. NVC does not require that a student meet any residency requirement. Students successfully applying for credit through articulation will be awarded credit upon application to NVC.
4. All articulation agreements must be reviewed and renewed yearly. Agreements that do not undergo yearly review will be nullified.
5. All faculty involved are expected to uphold high standards of academic rigor.

II. Process
All articulation agreements must follow the process outlined below:

1. High School Faculty proposes articulation.
2. Articulation proposal reviewed by NVC faculty member in the appropriate division.
3. If accepted, both faculty will submit a completed agreement form to the appropriate Division Chair / Dean.
4. Division Chair / Dean forwards the agreement to the VP of Instruction for approval, who in turn submits the proposal to the BOT.
5. Once approved by the BOT, the articulation agreement will be filed with Admissions and Records at NVC.
6. The Division Chair / Dean will direct faculty to conduct yearly review of established articulation agreements each Spring for the following Fall.