## 2012-2013 UNIT PLAN

### PROGRAM/UNIT NAME  **ACADEMIC SENATE**

<table>
<thead>
<tr>
<th>Priority In Rank Order (Include rubric score)</th>
<th>Strategic Plan Strategy Number (1.1 – 6.6)</th>
<th>PEP? (Yes-No) Year</th>
<th>Resulting from Outcomes Assessment?* (Yes – No)</th>
<th>Unit Objective</th>
<th>Program Activities/Actions</th>
<th>Resources**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.1-5.7</td>
<td>No</td>
<td></td>
<td>The operations and activities of the Academic Senate are integral for the college in implementing the Strategic Plan and, specifically, in achieving the following measurable objectives: 1.1.1, 1.5.1, 1.5.5, 3.1.1, 3.1.2, 3.1.3, 3.2.2, 3.2.3, 3.3.1, 4.1.1, 5.2.3, 5.7.1, 5.7.2, 5.7.3, 5.7.4, 5.7.5.</td>
<td>Continue to fulfill and maintain the roles and responsibilities of the Academic Senate in accordance with Education Code, Title 5, AB 1725, and mutual agreements with the NVC BOT and Administration including: o Participation in Shared Governance o Faculty Evaluations o Curriculum Development and Revision o Program Review o Planning and Budgeting o Learning Outcomes Assessment o Professional Development o Students Standards o Faculty Standards o Academic Standards o Placement of courses in disciplines o All other academic and professional matters.</td>
<td>Additional resources needed to accomplish the objectives or &quot;No Cost&quot;.</td>
</tr>
</tbody>
</table>

- Permanent Hire / Replacement for 1.0 (10 month) Secretary II position for Academic Senate Secretary. Details on Schedule B and attached justifications.
- Increased funding for conferences, travel, and plenary sessions. Details on Schedule A Budget and accompanying justifications.
- New or refurbished computer for Senate office / secretary. Details on Schedule E.

*Resulting from Outcomes Assessment?*

**Resources**

Drafted by Planning Committee subgroup.
### Napa Valley College

**Budget Development Worksheet**  
**FY 2012-2013**

#### BC 403 Academic Senate

<table>
<thead>
<tr>
<th>OBJ #</th>
<th>OBJECT CLASSIFICATION</th>
<th>FY 09-10 EXPENSE</th>
<th>FY 10-11 EXPENSE</th>
<th>Initial Budget FY 11-12 90% BASE</th>
<th>Actual Budget FY 11-12 90% BASE</th>
<th>Initial Budget FY 12-13 5% INCREASE</th>
<th>FY 12-13 5% INCREASE</th>
<th>FY 12-13 5% INCREASE</th>
<th>FY 12-13 ADDITIONAL INCREASE</th>
</tr>
</thead>
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<tr>
<td>54510</td>
<td>Office Supplies</td>
<td>746</td>
<td>170</td>
<td>999</td>
<td>999</td>
<td>899</td>
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<td>78</td>
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<td></td>
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<tr>
<td>54590</td>
<td>Other Supplies</td>
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<td>20</td>
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</tr>
<tr>
<td>55211</td>
<td>Conferences &amp; Seminars</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>Subtotal</td>
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<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>746</td>
<td>545</td>
<td>1,551</td>
<td>1,551</td>
<td>1,396</td>
<td>1,396</td>
<td>1,396</td>
<td>1,396</td>
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<tr>
<td>56XXX</td>
<td>One-Time Capital Outlay Requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
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**Submitter:**
Budget Center Manager

**Approver:**
President or Vice President
### Napa Valley College Budget Development Worksheet

**BC 403 Academic Senate**

<table>
<thead>
<tr>
<th>OBJ #</th>
<th>OBJECT CLASSIFICATION</th>
<th>FY 09-10 EXPENSE</th>
<th>FY 10-11 EXPENSE</th>
<th>Initial Budget FY 11-12 90% BASE</th>
<th>Actual Budget FY 11-12</th>
<th>Initial Budget FY 12-13 5% INCREASE</th>
<th>FY 12-13</th>
<th>FY 12-13</th>
<th>FY 12-13</th>
<th>FY 12-13</th>
<th>FY 12-13</th>
<th>ADDITIONAL INCREASE</th>
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<tbody>
<tr>
<td>54510</td>
<td>Office Supplies</td>
<td>303</td>
<td>303</td>
<td>273</td>
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<tr>
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<td>Food &amp; Food Supplies</td>
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<td>315</td>
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<tr>
<td>54590</td>
<td>Other Supplies</td>
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<td>23</td>
<td>21</td>
<td>-21</td>
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<td></td>
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<tr>
<td>55211</td>
<td>Conferences &amp; Seminars</td>
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<td>2,605</td>
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<td>253</td>
<td>640</td>
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<td></td>
<td>2,116</td>
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<tr>
<td>55310</td>
<td>Dues &amp; Memberships</td>
<td>1,504</td>
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<tr>
<td>55611</td>
<td>Maintenance Contracts</td>
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<td>31</td>
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**Subtotal**

<table>
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<tr>
<th>FY 09-10</th>
<th>FY 10-11</th>
<th>FY 11-12 90% BASE</th>
<th>Actual Budget FY 11-12</th>
<th>Initial Budget FY 12-13 5% INCREASE</th>
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<th>FY 12-13</th>
<th>FY 12-13</th>
<th>FY 12-13</th>
<th>ADDITIONAL INCREASE</th>
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<tbody>
<tr>
<td>430</td>
<td>4,110</td>
<td>991</td>
<td>991</td>
<td>892</td>
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<td>892</td>
<td>3,008</td>
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<td></td>
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</table>

**56XXX One-Time Capital Outlay Requests**

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**SUBMITTED BY:** ____________________________

Budget Center Manager

**APPROVED BY:** ____________________________

President or Vice President
Schedule “A” Increase Justification Page

BC 403 / PG – 9999  55211

First 5% increase justification: see Additional Increase Justification

Second 5% increase justification: see Additional Increase Justification

Third 5% increase justification: see Additional Increase Justification

Additional Increase Justification:

A budget increase of $2,116 to cover conference/training costs for additional Academic Senate Officers and/or Committee chairs as follows:

This budget item is crucial to the effectiveness and operations of the Academic Senate. Conferences and Seminars through the Academic Senate for California Community Colleges are essential to ensuring that the NVC Senate is operating in compliance with Title 5, Education Code, and Accreditation requirements. This is particularly important as the legislative and budgetary environments in California and the CCC system are in massive flux and changes are being implemented at the state level on an expedited time scale, making it more important than ever that the local Senate President, Curriculum Chair, SLO Coordinator, and other members of the Senate have the means to attend and participate in state-level discussions that affect the future of our college system. While it is understood that the college has tried to decrease expenditures on travel on conferences over the past few years in response to budget problems, it needs to be noted that this is the primary expenditure in the Academic Senate’s budget, and training new Officers and Chairs is an ongoing responsibility of the Senate. Attendance and participation at conferences and meetings is essential to the continued successful operation of the Academic Senate and the college.

It is important to note that for every year since 09/10 FY, conference costs have considerably exceeded the budgeted amounts. This is because prior to 10/11 FY, the Academic Senate President was also a member of the ASCCC Executive Committee. Her expenses during that period were covered by the ASCCC. Total anticipated expenditures for this item are estimated at $4,000 based on the following calculations:

- ASCCC Plenary Sessions: $2000 (2 sessions, 1 attendee each)
- Senate Area Meetings: $200 (2 sessions, 1 attendee each)
- Curriculum Institute: $1300 (1 session, 1 attendee)
- Misc. State Meetings: $500

After re-allocating the entire budget to this line item (excluding minimal office supplies), an increase of $2,116 is still required to allow these critical activities to continue.
NAPA VALLEY COMMUNITY COLLEGE DISTRICT
STAFFING
FY 2012-2013

Budget Center 4031 Academic Senate

I. Current Staffing

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>FTE</th>
<th>Range</th>
<th>Grant Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confidential:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Angelovich, David</td>
<td>AS Bud Com Co Cha</td>
<td>0.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biddenback, Maria</td>
<td>AS Planning Com Co Cha</td>
<td>0.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Badgett, Amanda</td>
<td>AS Curriculum Chair</td>
<td>0.2</td>
<td></td>
<td>(from Office of Instruction)</td>
</tr>
<tr>
<td>Chiabotti, Dianna</td>
<td>Statewide AS</td>
<td>0.2</td>
<td></td>
<td>(from State Acad. Senate)</td>
</tr>
<tr>
<td>Chiabotti, Dianna</td>
<td>AS 2nd VP (Evaluations)</td>
<td>0.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross, Ann</td>
<td>AS President</td>
<td>0.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wade-Gravett, Nadine</td>
<td>AS 1st Vice President</td>
<td>0.1</td>
<td></td>
<td>(paid by stipend)</td>
</tr>
<tr>
<td>Classified:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant (Gomberg)</td>
<td>Secretary II</td>
<td>0.50</td>
<td>15.5</td>
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II. Request for New Staff
(Requires Justification)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>FTE</th>
<th>Range</th>
<th>Grant Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified Permanent Secretary II</td>
<td>1</td>
<td>10 months</td>
<td></td>
</tr>
</tbody>
</table>

Submitted By: standings
Approved By:

_________________________   __________________________
Budget Center Manager    President/Vice President
**Additional Increase Justification:**

Historically, the Academic Senate Secretary position was funded as a half time, permanent position. However, in recent years the scope of responsibility associated with this position has increased dramatically (see below for current description). When the most recent faculty evaluation process went into effect, the Academic Senate Secretary’s FTE was increased from 50% to 80%. Since that adjustment, however, the Senate has had to adapt to a significant increase in faculty workload due to comprehensive SLO assessment requirements, other demands such as Strategic Enrollment Management, and fewer faculty available to complete committee assignments. As a result there is more demand than ever for secretarial support in managing this growing workload.

In addition to adjusting the Academic Senate Secretary position to full time, the Senate requests that the position be filled on a permanent basis beginning with the 12/13 FY. The rationale for this is simple – over the past five years, the Senate has had six different secretaries, each requiring significant training. To function effectively and provide comprehensive support to the Senate, the Academic Senate Secretary must have a broad understanding of local and state Senate issues, the Brown Act, Ed. Code, Shared Governance processes, etc., in addition to the skill sets necessary to coordinate multiple committees, processes, timelines, etc. (again, see description below). The time spent on repetitive training for new secretaries on a yearly basis results in avoidable drops in productivity.

It is important to note that the leadership of the Senate, as a whole and on committees, turns over at a fairly constant rate. Without a permanent secretary available with background knowledge and institutional memory, this has led to a lack of continuity and consistency in several Academic Senate areas of responsibility. More than ever, the work of the Senate requires the expertise and support of a full time, permanent secretary.

The Academic Senate Secretary’s duties include:

1. ASCCC Plenary Sessions, Area B Meetings:
   - Generate and compile registration, travel/reservations, documentation required for Business Office/ASCCC (travel requests, registration fees, reimbursements), and session materials.
2. Maintain Master Faculty List/necessary faculty records:
   - Committee assignments/attendance, workload percentages/employment roster updates, tenure status, division chairs/deans, evaluation years/completed evaluations, Senate officers, Senate assignments, training requirements (hiring committee training, for example), schedules (for scheduling committee meetings esp.).

3. Maintain Constitution and Bylaws Documents and Archive:
   - Edit/Revise/Update as approved by full Senate, act as consultant on policy (committee meeting procedure clarification is a constant request), monitor compliance/implementation (local/state/federal mandates).

4. Update and Maintain Academic Senate website:
   - Track all changes to Academic Senate and Committee documents, update website with agendas, supporting documents and minutes, as they are approved, update committee memberships, contact information. Develop web pages and links for new committees.

5. Assist with Senate compliance with The Brown Act and Robert's Rules of Order:
   - All 10 Standing Committees, the Executive Committee, and full Senate meetings are subject to Brown Act requirements and adhere to Robert's Rules of Order for conduct and procedure. Secretary is responsible for policy research (maintain copy of both policies for reference during meetings), Senate compliance with procedures/requirements (posting/writing of agendas/minutes, motions, votes).

6. Assist Academic Senate with Strategic Planning:
   - Prepare all documents for Unit Plan and Budget development and maintenance under general direction of Academic Senate President.
   - Prepare Accreditation Self-Study Progress reports and other documents as needed.

7. Faculty Evaluations: responsible for Contract and Tenured faculty evaluation processes.
   - Documents/forms/instructions/memos (preparation/printing/distribution/website posting).
   - Evaluation committee organization/planning/scheduling/assistance/progress tracking.
   - Coordination/implementation of evaluation timelines/deadlines according to procedure policy.
   - Monitor individual and committee compliance (esp. for confidentiality).
   - Professional development assessment and planning in conjunction with TLC.
   - Tracking of incoming documentation and overall maintenance of faculty files.
   - Coordinate and process confidential student evaluations of faculty – both online and paper – prepare online and paper surveys, distribute packets, scan
completed surveys, compile data, generate reports, type student comments, and compile evaluation results before presentation to Academic Senate by deadline.

- Compile individual class data from previous 3 years – using Datatel to generate reports) and send to R. Wornall for data collection.
- Compile PEP data from Robyn to demonstrate student retention and successful course completion rates.
- Distribute data summary to individual faculty (confidentially, not via evaluation committee).
- Document all completed evaluation materials/requirements and forward to OI/HR for BOT notification.
- Maintain updated faculty contract status and review recommendations for tenure (confirm requirements).
- Forward recommendations for tenure as official request to BOT for approval/grant for tenure status.

8. Flex Day (Instructional Development):

- Preparation, material organization, coordination with TLC for training needs, presentations, and additional activity needs.

9. Senate Office:

- Independently operate Senate office (all secretarial duties for office function): order supplies, conference room scheduling/reservations, filing, telephone/fax, correspondence with faculty/administration/State Senate, light cleaning.
- Continued organization and upkeep of Senate drive files and archive documents for efficiency-no previously established method for organizing most Senate files, documents, or procedures because of frequent change in Senate staffing... consistency in staffing and organizational strategy is essential to increase overall Senate efficiency/effectiveness, speed up timelines/Senate response, and streamline Senate functions.
- Maintain Senate Rostrum mailing list, faculty calendar (Google), NVC Academic Senate website maintenance and development (SharePoint), ASCCC directory updates.
- Create yearly Academic Senate Handbook for distribution every fall.
- Voting procedures/Elections/ballots/official results for Senate offices/Faculty Ethics Advisors/etc.

10. Senate Committee Support:

- Responsible for coordinating Senate committee assignments with President (after initial assessment of individual faculty workloads)
- Typical requested duties include committee meeting scheduling and attendance, creation of agenda and minutes, member correspondence.
- Additional duties vary to accommodate changing committee needs and mostly include policy research/editing/revisions/development and distributing/posting necessary developments in State/Federal policy or funding. Current examples include:
  - C-ID and SB 1440 developments and assistance with implementation efforts
  - Edits to full-time faculty hiring procedure (and continuous consultation with HR on hiring policy)
- Development of a part-time hiring procedure (separate from full-time procedure)
- Revisions to emeritus policy/application
- Editorial assistance with LOAC on Student Learning Outcomes Assessment Handbook
- Curriculum Packet/Handbook updates with summary of changes
- Development of AUOs
- Major revisions to Contract Evaluation process
- Attending LOAC meetings and preparing minutes

11. Shared Governance Procedures:
   - Developed flowchart/model for mutual agreement, created mutual agreement form, write official requests/recommendations/resolutions on behalf of Senate committees, research and follow BOT policy.

12. Faculty Hours:
   - Schedule, coordinate activities/guests/presentations, reserve locations/tech support, and create/distribute announcements.

13. Award Nominations:
   - Track award deadlines, communicate with faculty regarding nominations, compile, edit and submit award nominations, follow up on outcome.
# Request for Operating Budget Augmentation

**Program/Unit Name:** Academic Senate  

**Budget Center:** 4031  
**Activity:** 

### Accreditation Reference

Financial planning is integrated with and supports all institutional planning.

### Operating Budget

This section is used to request and justify non-capital outlay additions to your department's budget. This form applies only to Account Codes 113XX, 114XX, 523XX, 524XX, 54XXX and 55XXX. **List in priority order.**

<table>
<thead>
<tr>
<th>Account No. &amp; Description</th>
<th>Additional Amt Requested</th>
<th>Justification (Link to Plan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>55211 Conferences &amp; Seminars</td>
<td>$2116</td>
<td>See justification for Schedule A increases.</td>
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</table>

Submitted By: __________________________  
Approved By: __________________________

_________________________    ________________________  
Budget Center Manager     President/Vice President

January 2011
**Accreditation rationale:** Equipment supports student learning programs and services and improves institutional effectiveness.

Examples of program specific equipment include maps, skeletons, microscopes, artifacts, etc. They may be located in each classroom or centrally located in a workroom. For this request, consider equipment with a value greater than $200. All technology requests should be listed on Schedule E. **List in priority order.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Cost</th>
<th>Estimated Annual Maintenance Cost</th>
<th>Justification (Link to Plan)</th>
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<tbody>
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</tr>
<tr>
<td>B. Non-instructional</td>
<td>N/A</td>
<td></td>
<td></td>
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</tbody>
</table>

Submitted By: __________________________  Approved By: __________________________

Budget Center Manager __________________________  President/Vice President __________________________

January 2011
Accreditation reference: Technology planning is integrated with institutional planning. The institution assures that any technology support it provides is designed to meet the needs of learning, teaching, college-wide communications, research, and operational systems.

In order to determine the feasibility of your idea, it is necessary to consult with the Information Technology (IT) Department. It is important that all computer related technology be centrally coordinated. This will allow the IT Department to know the full picture of the need, to plan for adequate capacity of equipment and infrastructure, and to ensure standardized equipment is purchased, if possible. It is equally important that all technology requests are consistent with the NVC Technology Plan.

List in priority order.
Provide a general description of the project that includes:
1. The equipment needed, students and/or staff who will be served, and how often it will be used.
2. Will installation and maintenance support be required?
3. Where will the equipment be located? Will space need to be modified?
4. Describe the infrastructure requirements (i.e. network, power, connectivity, security, etc.)
5. Software support needed (i.e. new licenses, upgrades, system integration, ongoing support)
6. Is additional furniture necessary?
7. Useful life of equipment – when will the equipment need to be replaced?

The Academic Senate Secretary’s computer is the oldest model on campus. A memory upgrade was performed, but it still runs slowly. Given that 90% of the Secretary’s activity is performed on this computer, the computer is frequently the source of delays. Estimated cost of a new computer is $1500.

Submitted By: Approved By:

________________________    _________________________
Budget Center Manager     President/Vice President
SCHEDULE F

FACILITIES IMPROVEMENT/RENOVATIONS REQUEST
PROGRAM/UNIT NAME ACADEMIC SENATE

Accreditation reference: Facilities support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.

Please consult with the Director of Facilities Services (707) 253-3343 before submitting this form to confirm that your request is feasible and meets legal requirements. Some smaller projects can be addressed with work order requests as part of routine building maintenance and will be completed without a Facilities Improvement/Renovations Request (Schedule F).

Small projects include remodeling a small area, reconfiguring walls, building shelving, etc. and should be under $20,000.

Large projects include construction and renovation projects costing more than $20,000.

Provide a description of the project that includes:
• How the project supports the mission and objectives of your program
• Project description
• Location of the proposed project
• Health and safety impacts of the project
• On-going maintenance that will be necessary

List requests in priority order

Describe Small Project(s) under $20,000
n/a

Describe Large Project(s) over $20,000
n/a

Cost estimates will be provided for priority projects only.

Submitted By: Approved By:

___________________________ _______________________________
Budget Center Manager President/Vice President

Revised 2/21/2012
SCHEDULE G

PROFESSIONAL DEVELOPMENT NEEDS
PROGRAM/UNIT NAME  ACADEMIC SENATE

Accreditation reference: The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.

Please identify the professional development needs required for faculty and staff to stay current in the discipline, technology, diversity, safety, instructional methods, and other areas.

One of the requirements made of Contract Faculty is to actively engage in Professional Development. However, the college does not provide funding for any external professional development. Given that a tenure decision could pivot on whether a faculty member has the capacity to improve their teaching skills, it is imperative that the college support these efforts not only with words, but also with funds.

As the academic procedures evolve, training is required to assure tenured faculty are performing according to the new procedures. To that end the following Professional Development is requested:

1. Hiring training – to allow more even distribution of the hiring effort.
3. SharePoint – to enable faculty to communicate with students and the college community in a timely fashion.
4. SLO Assessment techniques.
5. Pedagogy 0 Effective teaching and assessment techniques for diverse student populations and learning styles.
6. Technology in Education.
7. Discipline-related profession development.

Submitted By:      Approved By:

Budget Center Manager     President/Vice President

Revised
February 2012
# Learning Resources/Media Materials Request

**Program/Unit Name**

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<th>Books desired for the Library including Reference:</th>
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Estimated cost for new materials:

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<th>Periodical Titles: (Newspapers, Journals, Magazines)</th>
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<tr>
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Estimated cost for new materials:

<table>
<thead>
<tr>
<th>Electronic Databases and Indexes:</th>
<th>(please list)</th>
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<tbody>
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</table>

Estimated cost for new materials:

<table>
<thead>
<tr>
<th>Media Collection (all visual materials must have closed captioned capability):</th>
<th>(please list)</th>
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<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Estimated cost for new materials:

Will library/learning resources assignments be used in your course?  Yes__  No__

I would like to meet with a Librarian for developing a plan for selecting and adding materials to the Library or Media Center.

Submitted By:  
Approved By:  

Budget Center Manager  
President/Vice President

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Revised  
February 2012
Accreditation references:

The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data. (Standard I.B.3)

The president guides institutional improvement of the teaching and learning environment by ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions. (Standard IV.B.2.b)

If a need for research or interest in a research project is identified through the Program Evaluation & Planning (PEP) process, please complete this form. If you have any questions, contact the Office of Institutional Research for assistance.

List research projects/requests in priority order.
Provide the following information about each project/request:

- Project description
- Purpose of project
- Link between project and NVC’s strategic goals
- Question(s) project is intended to answer
- Potential changes to current practice that will result from research findings
- Relevant page(s)/section(s) of PEP report identifying need for research
- Timeline for conducting/completing the project

N/A

Submitted By:      Approved By:
___________________________     _____________________________
Budget Center Manager     President/Vice President

January 2011
**SLO Annual Assessment Plan**

**Program/Unit Name:** Academic Senate

**Accreditation Reference:**

*The institution identifies student learning outcomes for courses, programs, certificates, and degrees; assesses student achievement of those outcomes; and uses assessment results to make improvements.*

Provide summary of proposed assessment plans for each assessment unit in your budget center and indicate how they relate to the unit plan objectives:

<table>
<thead>
<tr>
<th>Course/Program/Other Outcomes</th>
<th>Responsible Faculty/Staff (Use * to Denote Lead)</th>
<th>Assessment Tools and Methods</th>
<th>Criteria for Success</th>
<th>Links between CLO/PLO/ILO/GEO/etc.</th>
<th>Status of Information In TracDat</th>
<th>Term to be Assessed</th>
<th>Notes/Additional Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUOs for Academic Senate</td>
<td>President (Ann Gross)</td>
<td>TBD</td>
<td>Measurable AUOs</td>
<td>n/a</td>
<td>FY 12/13</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Submitted by: ___________________________  Reviewed By: ___________________________

Budget Center Manager  Vice President

December 2011
Accreditation reference: The institution identifies student learning outcomes for courses, programs, certificates, and degrees; assesses student achievement of those outcomes; and uses assessment results to make improvements.

Provide summaries of assessment activities and actions for each assessment unit in your budget center:

For 2012-2013 annual planning cycle: Schedule K should reflect ALL assessment activities completed to date.

For subsequent annual planning cycles: Schedule K should reflect assessment activities completed since the last Schedule K/annual planning cycle.

1. What assessment activities has the program completed? Activities include: identifying/re-writing outcomes, developing means of assessment/data collection, establishing criteria for success, conducting assessments, and compiling and recording results. Indicate the academic term in which each assessment activity occurred. For instructional programs, activities associated with both course-level outcomes and program-level outcomes should be described in detail.

   No AUOs previously set. Establishment of AUOs are next FY’s outcome.

2. Summarize the results of the assessment activities. What do the data indicate? Were criteria for success met? What did you learn from the assessment results/process? Highlight any surprising or unexpected findings.

   n/a

3. Describe the dialogue that occurred regarding the assessment activities/results.

   n/a

4. List changes/improvements identified/made based on assessment findings. Include implementation dates.

   n/a

5. What additional resource needs have you identified based on outcomes assessment? Resources include budget, staff development/training, equipment, etc. Include resource requests in Schedule A.

   n/a
6. Complete the following table appropriate for your program:

### INSTRUCTIONAL PROGRAMS:

<table>
<thead>
<tr>
<th></th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Courses in Program</td>
<td>0</td>
</tr>
<tr>
<td>Active Courses with Assessment Results Collected (Through Fall 2011)</td>
<td>0</td>
</tr>
<tr>
<td>Active Courses (not reported above) with assessment planned for Spring 2012</td>
<td>0</td>
</tr>
<tr>
<td>Program-Level Outcomes Identified</td>
<td>0</td>
</tr>
<tr>
<td>Program-Level Outcomes with Assessment Results Collected (Through Fall 2011)</td>
<td>0</td>
</tr>
<tr>
<td>Program-Level Outcomes (not reported above) with assessment planned for Spring 2012</td>
<td>0</td>
</tr>
</tbody>
</table>

Submitted By:     Reviewed By:

_________________________  ___________________________
Budget Center Manager    Vice President

Schedule K