

Division Meeting Minutes

Physical Education, Health and Dance

March 15, 2018

Attendance: Ball, S.; Dunlap, J.; Freschi, B.; Garcia, C.; Hobbs, M.; Kling, C.; Lee Farmer, L.; McCann, K.; Wade-Gravett, N.

1. Welcome, called to order 12:30pm

2. General Announcements

- a. One more division meeting this spring 2018 semester:
- **April 19, 12:30pm – 1:30pm**
- b. **Meeting Minutes** from February 15 are available online (link) *please take the time to review for accuracy/completion- notify us of any edits*
- c. **Memo from Ken Arnold, Chief of Police re: Campus Safety (attached)**
Upcoming NVC Safety Trainings, Resources/Info on what to do in active shooter situation
Please make sure to download the NVC Safe App to receive campus alerts/notifications.
You can also use this app to contact College Police in the event of an emergency.
- d. **New Degree Approved for Dance (18-21.5 units)**
Congratulations to Kelly McCann for her dedication and hard work in developing and implementing the new Associate of Arts (AA) degree in dance. This degree will provide knowledge and skills that can be applied to a variety of educational and vocational pathways (a comprehensive dance foundation). Educational pathways include performing arts, dance science, dance medicine, dance therapy, studio/company ownership. Professional preparation for performance artist, teaching at a private studio, choreographer, dance critic, dance manager, dance promoter, director of a dance company.
- e. **Equity Survey Participation**
Sections were selected at random to participate in a Community College Success Measure (CCSM) survey that is a component of the NVC Equity Plan. The purpose of the survey is to collect/analyze NVC student data and identify factors that affect their participation/campus involvement/use of campus support services. The aim is to inform college equity and institutional planning efforts. Thank you to all of our instructors that have helped to accommodate this important process.
- f. **Call for Nominations McPherson Distinguished Teaching Award (see attached info)**

3. Faculty Committee Information and Feedback

- a. [Planning and Budget](#) (Freschi)
 - i. Please take the time to review the current draft of the [Technology Plan](#) and provide feedback. There are four major focus areas of the plan- technology, operation and workflow, infrastructure and access, and safety and security.
- b. [Student Success Standards Committee](#) (Ball)
 - i. The policy on Dual Enrollment is close to completion.
 - ii. New form for course substitution is intended to streamline the process.
 - iii. The student grievance process is undergoing revision.
- c. [Faculty Coach Committee](#) (Wade-Gravett, Kling)
 - i. Currently in the process of student evaluations and in-class observations
- d. [Curriculum](#) (Hobbs)
 - i. The previous meeting was focused mostly on approvals.
 - ii. N. Gravett has developed a COR for Rugby that has been submitted into the curriculum process. Nadine encourages faculty to be creative and to bring her any updates to the current course offerings. She notes that it is important to refresh current curriculum and develop new offerings in order to keep up with changes demands for courses.
- e. [Faculty Business](#) (McCann)
 - i. K. McCann is working with H. Scott to review the part-time evaluation process. They have recommended that the part-time process should follow the tenure process and include a self-evaluation. They would also like to address professional development and office hours, two components that are not currently in the evaluation process. Please [contact Kelly](#) for more information or to review a working draft of the policy.

4. Division Items

- a. 75th Anniversary Open House
 - i. J. Dunlap encourages all to attend but it is not required. If you would like to volunteer, please [contact Scott Allen](#) for more information.
- b. SU18 Schedule Build Update
 - i. Instructors have been notified of their summer assignments and asked to confirm/accept the assignments prior to the next deadline of 3/20.
- c. FA18 Schedule Build Update/Plan for staffing/assigning
 - i. J. Dunlap has notified all Full-Time instructors of their fall assignments. Please look these over and request any changes prior to the 3/22 deadline. Overloads

have not been assigned as of yet.

- d. Sp18 Evaluations Updates (Simmons, Angelakos, Carducci, Sanchez, Sheet, Thompson)
 - i. Student Evaluation Surveys are being completed. In-class observations have been completed.
- e. Learning Outcomes Assessment Update:
 - i. PHYE/DANS-101, DANS-135- data compilation phase (assessment complete)
 - ii. All Dance assessment materials distributed.
 - iii. PHYE-169: Adaptive Physical Education assessment completed and entered into TracDat
 - iv. N. Gravett provided examples of assessment/measurements for the courses currently being evaluated. (See attached)
- f. [Spring 2018 Finals Schedule](#)

5. Adjourned 1:25pm

Memo from Ken Arnold, Chief of Police

3/12/18

No words can adequately express the overwhelming grief that the College family is feeling after the violent tragedy at the Veteran’s Home in Yountville. Our hearts are heavy with the loss of innocent lives, and our sympathies are with the victim’s families. In the wake of every tragedy, it is normal to feel a loss of safety; however, I want to reassure you that Napa Valley College is a safe place to study and work. The College Police spend a lot of time doing internal training and training with the Napa Sheriff’s Department on how to respond to active shooter events. The College also has a robust system for identifying and evaluating people who show concerning behaviors.

I want to reassure everyone that active shooter events are extremely rare and that you have a greater chance of being struck by lightning than ever being in such a horrific situation. You can help yourself regain a feeling of safety and control by learning what to do if you ever find yourself in an active shooter event. Information about what to do in such a situation is available from the College Police in the form of pamphlets, training, and [online](#). The College Police will be offering the following safety training:

March 20 th	12:30 – 1:30	Responding to Someone Shooting	Community Room, LLRC
March 22 nd	12:30 – 1:30	Responding to Someone Shooting	838, 800 Building
March 22 nd	3:30 – 4:30	Responding to Someone Shooting	Community Room, LLRC
April 16 th	12:30 – 2:00	Women’s Self Defense	Community Room, LLRC
April 17 th	12:30 – 2:00	Pepper Spray for Self Defense	Community Room, LLRC

(Class has a \$20 materials fee)

As your police department, we are dedicated to protecting you. You can help us by telling us about behaviors that make you feel unsafe, threatening or inappropriate social media postings, and statements made by someone that sounds like a threat by calling (707) 256-7777 or using the NVC Safe app.

2017-2018
MCPHERSON DISTINGUISHED TEACHING AWARDS

CALL FOR NOMINATIONS

The Office of Instruction, in coordination with the Office of Institutional Advancement, is pleased to announce the call for nominations for the 2017-2018 McPherson Distinguished Teaching Awards. The McPherson Award is awarded to full-time and part-time faculty members who exhibit a commitment to teaching excellence and service to students.

Any member of the Napa Valley College campus community may submit nominations.

Nomination forms are available at the following locations:

Office of Instruction, Room 1532, Administration Building 1500

Division Secretaries Office, Room 1031-V, Building 1000

ASNVC Office, Room 1133, Building 1300

McCarthy Library, Building 1700

And online in the Office of Instruction [website](#).

DEADLINE TO SUBMIT NOMINATIONS:

5:00 PM on Monday, April 2, 2018

The McPherson Distinguished Teaching Award is funded through a perpetual endowment held by the NVC Foundation and administered by the District Auxiliary Services Foundation (Office of Institutional Advancement).