

## **Email Examples for Soliciting Feedback from Division Reps.**

**From:** Cliff Nelson

**Sent:** Wednesday, October 04, 2017 3:35 PM

**To:** SME Members; Robert Van Der Velde

**Cc:** Naomi Chianese

**Subject:** Soliciting Comments on Grievance and Course Substitution

Colleagues,

As mentioned in the division meeting, I am soliciting comments concerning two items:

1) If you feel that the current student complaint/grievance process is not working and have a suggestion for improvement, please email me your thoughts. I have already received from Steve Fawl a file from an Instruction Council subcommittee which addressed this issue. If you have additional comments, please let me know. The current process can be found here: <http://www.napavalley.edu/studentaffairs/SRR/Pages/StudentComplaintGrievance.aspx>

2) There is proposed to be a change in the form needed for students who wish to substitute a course from another institution for credit towards a NVC Associate's Degree. This change should improve efficiency and turn-around time. Under the proposed system, there will be two forms - one for an Associate's Degree for Transfer (ADT) and another for a local degree. The ADT has State rules that govern what can be substituted and this form will not require a program coordinator signature. The local degree form will require a program coordinator signature. The current and proposed forms can be found here: <http://www.napavalley.edu/Committees/AS/Pages/StudentSuccess.aspx>

I will collect and compile your comments these items to bring before the Student Success Standards Committee. Brevity is appreciated in your comments.

Thank you.

Cliff Nelson  
Mathematics

---

Hello SME faculty,

Our SSS committee has a meeting in two weeks and if you have any feedback on Integrated plan, please send it my way.

A little bit of a background: BSI/SE/SSSP are now submitting one Integrated plan that will cover two years.

Many faculty and administration had been working in this plan starting May this year. The document is pretty lengthy so I would invite you to focus on pages 13-18 where there had been identified 5 main integrated goals.

[http://www.napaValley.edu/Committees/AS/Documents/a-StudentSuccessStandards/Sep/BSI\\_SE\\_SSSP\\_Integrated\\_Plan\\_2017-2019%20draft%20091317%20.pdf](http://www.napaValley.edu/Committees/AS/Documents/a-StudentSuccessStandards/Sep/BSI_SE_SSSP_Integrated_Plan_2017-2019%20draft%20091317%20.pdf)

The Integrated plan is due Dec 15 but it still needs to go through the whole process of approval.

If you have any questions, please feel free to contact me.  
Have a nice weekend!

Ksenia Owens  
Professor of Mathematics