

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
December 3, 2010

Members in attendance: Russell Dickerson, Andrew Hassard, Blaine Hatch, Gary Mack,
Mary Mathias, Debra Myers, Mark Vest
Advisory members in attendance: Donna Ashcraft, Trudy Bender, Eric Bishop, Ann Hess, Cindy
Hildebrand, Jeanne Swarthout
Guests: Colleen Readel (recorder)

- I. Approval of Minutes
 - a. Approval of 11/19/10
 - i. Motion to approve by Andrew; second by Mary
 - ii. Unanimously approved
- II. Action item: SPASC's recommendation to the president regarding accreditation model
 - a. Eric described action and asked for any questions or further discussion
 - b. Blaine feels we are all on the same page – Eric agrees
 - c. Debra moves to choose Open Pathways; second by Mary
 - i. Eric B asked for discussion
 1. Andrew asked if anyone was opposed
 2. Eric said he liked AQIP but doesn't feel we are ready for it. Maybe we could reevaluate after being on open pathways for awhile
 3. Jeanne stated she hasn't heard any opposition to open pathways
 - ii. All in favor; no opposition; no abstentions
 - iii. SPASC recommended Open Pathways to Dr. Swarthout
 - iv. Dr. Swarthout is asking from the co-chairs a written recommendation
 - v. Eric thanked the committee for their work
- III. Discussion: Annual reports for college departments
 - a. Eric asked the committee, what constitutes a department, how much time do they have, etc.
 - b. Discussion on what does constitute a department
 - i. Blaine stated that one criteria may be that if there is a director, that would be a good starting place
 1. Library, financial aid, payroll, purchasing
 2. Mary agreed that would be a good starting point
 - ii. Eric asked if we want to list them in the minutes or do we want to just state the department with directors
 1. Jeanne just state directors

- iii. Eric suggested guidelines or templates
- iv. Jeanne would like a list accomplishments and challenges
 - 1. What's important in their annual cycle
 - 2. Look to the director's to give us some feedback first
- v. Trudy – what are they doing in relation to the strategic plan or the accreditation requirements
- vi. Jeanne can't estimate what IR would need to do, she thinks that departments keep their own data
- vii. Trudy asked if they would need to add information about their individual budgets
- viii. Blaine as we talk about this being an annual report we should establish due dates – Academic calendar, calendar year
- ix. Jeanne stated we should use this to help us address the annual strategic annual report to the board – for me to give it to the board, income tax day is a good day – that timing would be helpful for me
- x. Blaine – perhaps calendar year would be good so that it could be connected to the strategic plan.
- xi. Cindy stated most of the reporting is done on the fiscal year from the records department
- xii. Deb – it makes it messy with enrollment doing calendar year reporting
- xiii. Blaine – if it helps develop a new strategic plan it would give us the most current strategic plan it seems to do it a calendar year
- xiv. Eric – we would have to give them some time to develop, have it due perhaps middle of February
- xv. Jeanne – if we did it on a calendar year, ask for it in February, the SPASC work on it in March. So we can get the college more involved in the strategic plan
- xvi. Eric – put the pillars up on a discussion thread so the college can review and comment on it and use those comments in early March to revise the strategic plan
- xvii. Blaine – look at 6 weeks or 45 days for a due date
- xviii. Mary – are we looking at having one this year or starting next year
- xix. Jeanne is open to discussion on that
 - 1. Several dates were discussed
- xx. Trudy – why don't we have a static day like February 15th
- xxi. Eric – send to the VP of their area on the 2nd Friday of February
- xxii. Jeanne – Do we require it this February? Or do we beg for it this year and require it next year?
- xxiii. Blaine – I think it would make some sense to ask for it this year, maybe it's a learning experience this year; it would be helpful to go through it as an exercise
- xxiv. Andrew – call it a draft this year
- xxv. Eric – encourage it this year; and then require it next year

- xxvi. Jeanne has decided it will cover a calendar year
 - xxvii. Eric – any other discussion on these annual reports
 - xxviii. Blaine – clarification – we talked about directors
 - 1. It doesn't cover libraries, campus & center operations, and any other areas?
 - xxix. Eric – we could state as a committee or maybe the executive team could state what other areas they would like it from
 - xxx. Jeanne – the executive committee will take it up
 - xxxi. Andrews – perhaps this first year will tell which areas you will really want them from
- IV. Spring planning for SPASC strategic planning
- a. February 4th next meeting for SPASC
 - i. No meetings for the remainder for December and no meetings in January
 - b. Do we want to get the college involved in strategic planning in January electronically?
 - i. Mary – I think we should get them involved early
 - ii. Eric has information to talk about at convocation. He will work with Mary in getting it set up.
 - c. We will start talking about strategic planning, getting annual reports in, accreditation and portfolios.
 - d. Jeanne posed a question to the group. If you are going to open up the discussion site and announce at convocation would it be worth it to have a paper parking lot set up to have people start stuffing?
 - i. Eric – yes, it think that would be good, if you have the supply of big post-it notes.
 - e. Eric – At the kick off meeting we can establish pillar groups at that time also
- V. Update regarding Institutional Effectiveness
- a. Eric spoke with Jeanne and we still need to move forward and bring someone in as a director of institutional effectiveness for accountability and transparency as a recommendation from HLC. It could be a critical piece for us moving forward.
 - b. Jeanne stated this is combining accreditation, data-driven decision making within the college and the external accountability environment – we can be in trouble if we don't do this. Right now we're getting data – we need to understand where this data is taking us. We're not making decisions on data. We're not presenting it to our stakeholders in a meaningful manner. We've got to clean it up.
 - c. Eric – we have challenges in collecting the data and getting accurate data – we should have someone internally helping us with the data
 - d. Jeanne – just looking at the data from Looking Ahead. There are at least 30 measures coming at us and we can't pick and choose. The community college president's council made a grid of all the initiatives requiring data and now we're trying to line up common definitions and that's the best we can do right now to minimize the impact. I know this

- is a horrible time in a budget year to propose a position but if we don't do it we're going to lose in the long run.
- e. Mark – that's go back and look at our recent history like grant proposals. We got dinged heavily for our lack of data analysis. It doesn't take much in this kind of environment to be on the outside looking in.
 - f. Jeanne has asked Deb to pull together the elements of a job description. One of the big elements is data integrity. She's done a good job. We have discussed it with the board at the retreat and they are supportive of moving forward.
 - g. Eric H. – One argument in moving forward is how much is required in preparing data reporting to outside agencies, it really is an enormous task
 - h. Jeanne – We need this person to be in the conversations in the public – I cannot represent our data interests as well as this person would be able to. We will get steamrolled. I feel we need to move forward and I know some parts of the college will not support this. My job is to look to the future of the college.
- VI. Other – is there anything else we need to talk about before adjourning for a couple months
- a. Jeanne asked if the committee would like an update on statewide stuff.
 - i. The common numbering steering committee presented to the joint president's council a proposal
 - 1. All 13 voted for virtual crosswalk
 - 2. Student association very upset about it – felt that costs were inflated
 - b. Mark read the student report – do they know that they chose as their 3 states that already have centralized community college systems with state board?
 - c. Jeanne – they will not listen and the state legislature is listening exclusively to them
 - i. That report goes to JLBC in 12 days with 13 presidents
 - d. Blaine – Getting Ahead – the financial piece is moving slowly there is a fair amount of analysis that needs to be done. For the most part the community colleges seem to be agreeing to some reasonable principles. We don't know a lot detail on where the formula might go. It's going forward in a way that we will be able to react to it.
 - e. Jeanne – Grand Canyon diploma bill is very vague so no update right now
 - f. Donna Ashcraft received an email that their proposal was accepted at HLC to present twice on Saturday out of 367 applications “From Chaos to Stellar; 3 years that Changed the College”
 - g. Jeanne – we've named a team to go to the commission this year: Donna, Eric, Mary Mathias, Blaine, Mark, Shannon, Wei Ma and Jeanne
 - h. Donna – we have to decide if we want to have it on CD, we'll have to set up a time to meet next week Eric
 - i. Blaine motion to adjourn; second by Andrew
 - i. Unanimously approved