

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
February 15, 2013

Members in attendance: Peggy Belknap, John Bremer, Paul Clark, Blaine Hatch, Kenneth Keith, Jeannie McCabe, Ryan Rademacher, Mark Vest, Leslie Wasson

Advisory members in attendance: Trudy Bender, Eric Bishop, Ann Hess, Cindy Hildebrand, Jeanne Swarthout

Guests: Sharon Hokanson, Colleen Readell (recorder)

- I. Approval of Minutes from 1/18/2013
 - a. Motion to approve by Peggy Belknap; second by Paul Clark
 - i. Unanimously approved
- II. Discussion: Open Pathway
 - a. We'd like to get refocused on accreditation activities. Many are not familiar with the Open Pathway model.
 - b. Summary Team assignments
 - i. Break up into teams, go through the Open Pathway booklet and summarize portions of open pathways and present on March 1st to SPASC to help get the group engaged.
 - ii. There are several charts in the back of the booklet. We are subject to "Map I", but Eric has pulled that chart out and made it a separate document, labeled it "Northland Pioneer College" and placed the NPC logo on it so that there is no confusion.
 - iii. Read through areas and summarize into your own words. You can put into a PowerPoint if you would like.
 - iv. Team assignments:
 1. Kenny Keith & Leslie Wasson
 - a. Introduction, Overview, and factors in Determining Open Pathway Participation
 2. Peggy Belknap & John Bremer
 - a. Assurance Review, System and Argument
 3. Mark Vest & Paul Clark
 - a. Evidence File and Assurance Review Timeline
 4. Debbie Myers & Andrew Hassard
 - a. Team Visit, Report and Recommendation
 5. Ryan Rademacher & Blaine Hatch
 - a. The Quality Initiative

- v. Eric will send the Open Pathway booklet and the chart to the group as well as the assignments – Don't go past page 13.
 - c. Jeanne asked if this would be a good idea as a Fall Convocation activity to assign teams to the criterion and have people present to the college.
 - i. Eric thinks it would be good since there has been changes and to let people know the changes to the criteria for accreditation and core components.
 - ii. Leslie would volunteer the Portfolio Committee to help with this.
 - d. Eric and Leslie stated that summarizing the Open Pathway document by sections into plain English should help people to understand the document better than if everyone tried to read the whole thing at once.
 - i. Eric added if anyone has a chance to read the whole 13 pages, it is a very well thought out and well designed process. The electronic system is very robust and has a lot of capabilities that help the commission, the visiting team and the colleges collaborate and share documents.
- III. Discussion: Portfolio Content Group
- a. Leslie – Didn't get to meet the Group, she wanted to try and complete the inventory of what reports we already do. She got most of them back.
 - i. Reports she received so far, there are only five of the criteria items that we don't have a report for. The five that we don't have are administrative functions that we can get a hold of pretty easily.
 - ii. The Portfolio Group will be meeting very soon to go through the reports we have. They will be deciding what we want to include and what we will include in our narrative.
 - b. Jeanne – Just came back from first accreditation visit using new criteria. As a team, they found the new criteria to be easier to respond to than old criteria. The individual colleges should find them easier to work with than the previous ones.
 - i. Dr. Swarthout stated that every time she comes back she realizes we are a really strong institution. She has done 3 visits in the last 14 months and she realizes we are looking really good. We just need to keep moving in that direction.
 - ii. Next time, she would like this group to review the project initiatives that have come forward to the college from convocation, and possibly eliminate some things so that we can send a Qualtrix survey out to the college and get a sense of where the college sees their priorities.
 - 1. Leslie recapped what she heard Jeanne say is that she would like this group to do the first filter of the long list so that we have a focused list to send out.
 - 2. Jeanne does not want to send out to the college things that this group doesn't see as moving the college forward. We've got a lot that will and she would just like a first filter.

IV. Other

- a. Eric
 - i. Eric is stepping down as co-chair of SPASC. Dr. Wasson will be taking over for him. He will be moving to a voting member. They will be swapping spots.
 - ii. Eric would like to have an annual calendar for SPASC to make sure we're doing things and to stay on track. This is being done with the board right now. It would help to have SPASC see what they have for commitments throughout the year.
 - iii. Eric will send out the documents related to discussion and assignments we had on the summary teams for Open Pathway.
- b. Jeannie
 - i. Thanks to Eric for keeping us on track.
- c. Ryan asked if there has been a final decision about who is going to HLC
 - i. Jeanne, Mark, Blaine, Leslie, Eric Bishop, Rickey Jackson, Brian Burson and Ryan Jones.
 - 1. Brian and Ryan are attending as our Park representatives.
- d. Jeanne sent an email to our new liaison, Andrew Lootens White, requesting a meeting while we're at the annual meeting. He responded that the only ones having official appointments are those who are facing comp visits in the near future. We'll have to catch him at the booth or a Tuesday morning session. Since we are staying through Tuesday, we should have a chance to see him then. He has not worked with the institution before.
- e. Eric
 - i. The commission doesn't want us to create documents specifically for the evidence file. They want us to use existing documents that show we're continually doing this.
 - 1. One thing that may be helpful as you're creating documents – look over the core components make sure that your document will hit those items and it will make your document better if it will hit those items.
 - a. Leslie – save those items as a PDF.
 - b. Jeanne – Another thing to think about early on – we need to have a short narrative section in that portfolio providing rationale as to why these documents demonstrate that we're meeting criteria and core components.
 - c. Eric – All of these documents, even through they are going into the evidence file, they will need to get to the college archives as well.
 - ii. The HLC is going to start holding quality initiatives proposal workshops this fall to help institutions bring a team in, present their proposals and work with the HLC staff and other institutions to help write the quality initiative proposal – may be helpful as we go in and do this for the first time.

1. Jeanne agreed that anything the commission offers to improve the project, we should take advantage of.
2. If there are any questions as you go through the process, Eric will be happy to answer them or help summarize these.
 - a. Jeanne added if you come up against an HLC term that you don't know what it is, write it down and we'll go get definitions for the whole college. It will help everyone.

V. Adjourn

- a. Motion to adjourn by Ryan Rademacher; second by John Bremer
 - i. Unanimously approved