

Northland Pioneer College  
Strategic Planning and Accreditation Steering Committee (SPASC)  
06-24-09

Members in attendance: Eric Bishop, Pat Canary, Eric Henderson, Cindy Hildebrand, Mark Vest

Advisory members in attendance: Ann Hess

Guests: Maderia Ellison (Pillar 5 Leader), Hallie Lucas (recorder)

- I. Approval of 05-08-09 Minutes (pending status of minutes)
  - a. Eric B. will send the minutes out for review today.
  - b. We will approve them at the next meeting.
- II. Status of Self Study
  - a. Ann asked if there were any corrections for the Self Study. Eric B. said that it looks good from what he has seen. He noted that Donna and Jeanne are out of town.
    - i. Ann stated that in order to get it out by 07-01-09 she must proceed.
  - b. The Self Study will go out to the college in early July so that we can get some comments and reviews back from the college community.
    - i. It is in the final stages to go to print.
    - ii. We will have an addendum for anything that has changed, recent developments that need to be included and any needed corrections.
    - iii. Eric B. thinks that the presentation of the Self Study looks good with the divider pages.
    - iv. Ann said that her department will produce 25 hard copies that will be delivered to Jeanne 07-01-09.
      1. The Marketing and Public Relations Department will create a PDF and Ann asked where it should be posted. It is a big file and will not be easy to e-mail. Task: Eric B. will contact Ann to let her know when and where to post the Self Study.
  - c. Jeanne has a “wall of change” that will be managed through her office. It is for anything that comes up between now and the HLC visit.
- III. Commission Documents Needed and Timeline
  - a. Jeanne forwarded Eric B. a timeline from the Higher Learning Commission (HLC) regarding which documents we will need to send for the HLC visit:

- i. Self Study
    - ii. Any documentation that goes along with the Self Study
    - iii. Faculty and/or Staff Handbook
      - 1. Mark will update the Faculty Handbook in July.
      - 2. It was noted that in lieu of a Staff Handbook there is a College Employee Handbook that we should be able to obtain from Human Resources (HR) or off of the HR Web site.
    - iv. Student Handbook
      - 1. Mark said that we do not have a Student Handbook any longer, as all the information it contained has been merged with the catalog.
    - v. Catalog
      - 1. It was decided that we will use the new catalog (which will be ready no later than 08-21-09). Task: Ann will monitor the timing and have will print and bind a copy if needed to meet our HLC deadline.
    - vi. Institutional Snapshot
      - 1. Eric B. will get clarification regarding exactly what is needed here.
    - vii. Audited Financial Statements for the two most recent fiscal periods
      - 1. Maderia noted that audits going back to 2001 are on the HLC Web site (under Administration as an Audit tab).
      - 2. As the HLC deadline draws closer, Maderia will send printed and bound copies to Eric B.
  - b. Jeanne wants hard copies of all this material gathered and ready to go back to HLC no later than 08-25-09.
- IV. Status of Notices to the Public – Communications Team
  - a. Ann said that we will send information to the newspapers approximately 08-08-09.
  - b. We will make sure to have information on the Web site August and September.
- V. After other major deadlines are met (about mid-July) in M & PR, they will begin writing the information that will be published.
- VI. Plans for Communications Team to Get the Ball Rolling with Informing the College Community This Fall
  - a. What are the plans that the Communications Team has for notifying the College Community?
  - b. Ann said that the Communications Team has not met regarding this and is open to suggestions. They would like more detail as to how far to go with this (posters, e-mails, etc.).
    - i. Eric B. feels that Convocation is a good venue, and Mark noted that Jeanne has specifically set aside time at Convocation. Donna, Ann and Eric B. may want to talk with Jeanne regarding the content to use during that time.
    - ii. At the last HLC Conference, ideas were shared regarding informing the College Community.

1. One idea was a post card that was mailed out to faculty/staff with information regarding each Criterion, HLC visit and the Self Study. These cards were collected and raffled off for a prize.
    - a. Pat likes this idea; however, instead of incurring the expense of a mailing, he suggested doing an e-mail that would include a coupon that employees could print and turn in.
    - iii. Eric B. thinks it will be a good idea to send out a couple messages this summer and also one the week that faculty returns, with a possible drawing at Convocation.
    - iv. Eric H. suggested that this be an agenda item for each divisional meeting.
  - c. Ann asked what points will we need to stress in the messages that are sent out:
    - i. Inform that HLC is coming for a visit
    - ii. Help understanding of what will happen with the visit
    - iii. Assist with understanding the Self Study
    - iv. Become informed about the process
    - v. Eric H. noted that specific things that he sees are important are:
      1. Everyone knows the college mission
      2. What is the employee's role in the college's mission
      3. Be familiar with what the Self Study says regarding the employee's area of service, as the HLC Team may ask them questions
  - d. Task: Eric B. will speak with Jeanne, since she has been through the process, to find out what types of questions the HLC Team will typically ask. He will then pass the information along to Ann, so that she can present it to the Communications Team and draw up some good ideas.
- VII. Self Study Flash Drives: Who Will Load Them with Self Study and Other Documents That Need to be Loaded
- a. All information, including the hard copies of the Self Study, etc. that will be sent to the HLC Team, will need to be on the flash drives in digital format.
    - i. Eric B. stated that when he tried to click on links with the current Self Study draft, the links did not appear to be active.
      1. It was Ann's understanding from John that the links were active.
      2. Some of the important documents may need to be sent to the HLC team ahead of time in electronic format in order to give them time to review the documents prior to the visit. Task: Eric B. will determine what types of documents we may want to include.
  - b. Cindy will load all information onto the flash drives in August.
- VIII. The Resource Room's Indexing Efforts for DGB Minutes
- a. The general idea seems to be to create an index that would assist someone trying to locate a specific agenda item from DGB Minutes. Eric B. will check with Trudy for clarification.
- IX. Pillar Teams and Timeline for Revised Strategic Plan

- a. Eric B. asked if the Pillar Teams have any difficulties or developments.
    - i. Pillar 1: Eric H. reported that his team, which includes Jennifer Witt and Orina Hodgson, is currently independently going through their Pillar and making comments. After members of his team return from vacation, they plan to meet and have a rough draft prepared by the end of July.
      - 1. Eric H. feels that the current Pillar 1 lacks an overview and may have too much detail in certain areas while leaving out information that should be included in other areas. They will strive to develop a good balance with the Pillar.
    - ii. Pillar 2: Mark reported that Curtis Casey and Jake Hinton-Rivera are on his team and plan to have a rough draft by the end of July. Curtis has reviewed the Pillar, and relevant information from the Enrollment Management Plan (headed up by Jake) will likely be a major part of this Pillar.
    - iii. Pillar 5: Maderia remarked that Sandy Johnson and Susan Olsen are on her team. Maderia has looked through much of the documentation. Her team has meetings scheduled, and she doesn't foresee any concerns in meeting the deadline. They also plan to have a rough draft by the end of July and will review what kinds of resources they might need. Task: Eric B. will send out an e-mail by the end of today with a Word version of the Strategic Plan which includes the recent updates.
    - iv. Eric B. will check with the Pillar leaders in mid-July to see if any data or assistance is needed.
- X. Other
- a. Mark will check with Jeanne on Monday regarding John Velat's status as the leader of Pillar 3 and as advisory member of SPASC. After the meeting, Mark will notify SPASC of his findings.
  - b. Maderia will talk with Mark regarding grants and will let Eric B. know if anything is needed.
  - c. The focus of the Pillar Teams is to reshape and reconfigure the current Pillars for the Strategic Plan to be updated.
    - i. The Pillar submits their recommended changes to the SPASC Committee, who will, in turn, finalize the Pillar and watch for overlaps, etc.
  - d. Information regarding the next meeting and a quick meeting at Convocation will be e-mailed to SPASC members.
  - e. Motion made by Eric H. to adjourn; second by Pat.
    - i. Unanimously approved.