

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
10-02-09

Members in attendance: Donna Ashcraft, Trudy Bender, Eric Bishop, Pat Canary, Russell Dickerson, Blaine Hatch, Eric Henderson, Cindy Hildebrand, Sandra Johnson, Mark Vest

Advisory members in attendance: Ann Hess, Jeanne Swarthout, John Velat

Guests: Hallie Lucas (recorder)

- I. Approval of 08-28-09 Minutes
 - a. Pat moved to approve 08-28-09 Minutes; second by Russell.
 - b. Unanimously approved.
- II. Reports: Assessment Academy, Student Focus
 - a. Assessment Academy - Eric H. reported that we had a successful Assessment Planning Day on 09-18-09 with approximately 20 attendees.
 - i. Eric H. is waiting to hear from the Assessment Academy as to when they want our update.
 - ii. There were not many changes since April.
 - iii. Dr. Kirstn Neukam gave us some guidance regarding how to present our accomplishments and our plan for integrating scientific inquiry and quantitative reasoning into the plan for future assessment.
 - b. Student Focus – Donna reported on behalf of Mary.
 - i. Donna said that Mary will send a letter (month and year will be added to the letter as a footer) to the faculty via e-mail regarding the Higher Learning Commission (HLC) visit. Faculty will also receive a hard copy of the letter and a HLC pamphlet, through intercampus mail, in hopes that they will talk with their students about the visit.
 - ii. Russell relayed information from an e-mail that Mary sent regarding the final version of the HLC info sheet.
 1. In addition to the above mentioned distribution, the plan is to send out hard copies to be posted at all campus and center locations and libraries.
 2. Does SPASC want paper copies mailed to all adjuncts through the deans? It is important that adjunct instructors understand what is going on, and most of them were not present at Convocation. (The SPASC committee decided that this was a good idea.)
 3. Electronic copies will be e-mailed to all staff and students.
 4. How many copies do we need? Task: Russell will have the printing done (500 copies).

- iii. In addition, the HLC information will also be posted on MyNPC on the first page before logging on.
 - 1. Task: Russell will send information to be posted to Mindy Neff and Cindy.
- III. Notice to the Public
 - a. Ann reported that the newspaper ads went well and we are getting affidavits from the radio stations regarding their glitch in advertising our information. We will get hard copies of all our advertising for the HLC visit, which will go into the resource room.
 - i. Public notices are done.
 - ii. Information is on the Web site.
 - b. Jeanne said that all public notices go directly to the HLC, who in turn will pass them along to our HLC team chair.
- IV. Resource Room and Archives
 - a. Trudy reported that the recent run through of the resource room went well and things look good. Student art work, Navajo rugs and a refrigerator will be added to make the room more pleasing.
 - b. Donna, Trudy and Eric B. are working on a procedure, based on a current policy, regarding the creation of an archives policy for NPC. The recommendations include:
 - i. Identify what documents should be archived.
 - ii. Create archivist position (additional set of duties to current employee).
 - iii. Establish a committee to keep the process going.
 - c. Trudy noted that this type of policy is standard across the country and can be extremely helpful in decision-making. Jeanne added that the archives are an important resource to the college.
- V. Strategic Plan Update
 - a. The District Governing Board (DGB) Retreat was postponed, so they haven't reviewed the Strategic Plan. After a few changes are made, Eric B. will send it out one more time to SPASC to review before it goes to the DGB on the afternoon of 10-16-09.
- VI. Planning the All SPASC retreat for 10-16-09.
 - a. The time for the retreat will be 9:00 a.m.-12:00 p.m. at PDC (room location is to be determined).
 - b. We want to know if the SPASC committee has any questions or concerns. In addition, we would like to bolster confidence to help people feel more comfortable about the process.
 - c. Suggestions of things to cover at the retreat include:
 - i. Create "cheat sheets" for specific areas (for instance the Business Office), focusing on potential weaknesses in certain areas that the HLC team members will likely ask about. We may want to focus on areas that the executive staff, deans and SPASC members see as problems that the HLC may identify. The "cheat sheets" could contain questions, suggested responses and information regarding things that we are currently doing to resolve the situation.
 - 1. One question for these "cheat sheets" may be, "How is the college going to respond to the lack of funding?" Responses for this question might include:
 - a. Receive input from a college work group, as well as our communities and constituents.
 - b. Recession Plan.
 - c. Strategic Plan.

- d. Projection Documents (we are in the process of preparing).
 - e. Vision Documents.
 - 2. Other questions we may want to prepare for are Dual Enrollment (DE), data, as well as assessment and program review.
 - a. Since we have asked for consultation from the visiting team regarding data, it is inevitable that the team will ask questions concerning that area.
 - 3. We should prepare for questions regarding online coursework, including the technical end and the process side, as we have asked for consultation there, as well.
 - 4. Donna noted that there are already many solutions in the works that the general NPC population may not be aware of, for instance, the standardization of Institutional Research (IR) reports.
 - a. Jeanne said that questions that will be asked of the broader group will be less specific and we anticipate the agenda for the visit to arrive approximately 10-15-09, so we hope include it in the SPASC Retreat. Task: Jeanne will send the agenda out to the college as soon as she receives it.
- d. It is important that SPASC subcommittee members attend the retreat.
 - i. Possible ways to attract their participation include:
 - 1. Committee chairs contact their subcommittee members and include an agenda of items that will be covered at the retreat.
 - 2. Ask Jeanne to invite them to attend.
 - 3. Make arrangements for instructor substitutes, as needed.
 - 4. Inform them that updates regarding key information will be given that may help them answer HLC questions.
 - ii. Agenda items will include:
 - 1. Tour the resource room.
 - 2. Pep talk from Jeanne.
 - 3. Identification of issues of concern
 - 4. Solicitation of issues that may be addressed during the visit.
 - 5. Planning the celebration.
 - a. We could have a celebration at the PAC right after the exit interview.
 - b. An emphasis might be “Celebrating What is Right With NPC”.
 - c. Jeanne is also planning an open house celebration at her house on 11-21-09. Details will be forthcoming.

VII. Other

- a. Jeanne will send out information regarding the HLC team members to the college.
- b. Jeanne noted that we are waiting to hear from the HLC team chair regarding the mass exit interview.
 - i. It was decided that we will still invite everyone from the college to come to the Performing Arts Center for the exit interview. In the event that the team prefers a smaller group at the interview, representatives from the smaller group will in turn report to the large group.
 - 1. Task: Jeanne will work on a plan.
- c. Motion made by Pat to adjourn; second by Russell.
 - i. Unanimously approved.