

Northland Pioneer College
Strategic Planning & Accreditation Steering Committee
MEETING NOTES
January 19, 2007

Attendees: Mark, Blaine, Cindy, Rose, Bill, Pat, Eric, Ben, Jeanne, Donna, Curtis

Blaine and Rose will send out the procedure on how members can set their SPASC account to send them notices that new postings have been made to the site.

- 1) Donna presented SPASC committee and subcommittee “job descriptions.” These had been developed for the last NCA visit by the self-study team.
 - a) There weren’t descriptions for the data and communication subcommittees and after some discussion, members agreed on the following:
 - (i) The task of data committee members is essentially to be a clearing house for data requests
 - (ii) They will consider/approve requests on the basis of appropriateness, clarity and relevance
 - (iii) They will then forward the request to the appropriate resource for fulfillment
 - (iv) The communications committee will basically summarize all SPASC committee and subcommittee activities and disseminate these to the college and to the community
 1. The committee will also serve as a liaison between SPASC and the marketing firm

The president needs to resolve who will serve or handle the functions on the communication committee in the absence of a director of marketing
 2. Jeanne suggested that posts be made on results of SPASC activities for internal perusal and that a web page be developed for external dissemination
 3. An email newsletter was also suggested
 - a. For folks who don’t use electronic tools there might also be a hard copy newsletter
 - i. The Communication committee will have to decide on one or the other or both
- 2) Subcommittee chairs (not necessarily the person who calls for the meeting) need to decide on how the group will report back to SPASC on its activities. The reports will need genuine writers and editors to prepare them as these will become part of the Self Study main document (**What’s it called?**)
 - a) The goal of the SPASC Self-Study efforts is to produce a one-voice document
 - b) That will avoid redundancies, but look for holes of missing elements
 - c) Will be a readable, concise, crisp, clean document no longer than 200 pages.
 - i) Format will be decided later but the aim will be to be “polished” but not “slick.”

- ii) Emphasis should be on examples, specifics of evidence, not description.
- 3) Changes were made to the timeline:
- a) The “kickoff” event will be part of the Fall 2007 convocation
 - b) Mary Breslin will be invited to speak at the Spring 2008 convocation
 - c) Add to the timeline: the first draft of the Strategic Plan will be presented to the District Governing Board in Fall 2007
 - i) Get their input
 - d) Thereafter, strategic plan updates will be presented during spring meetings starting with spring 2008
 - e) The plan will also be presented at the Spring 08 Convocation when Breslin presents
- 4) SPASC will have an all day executive session to review all documentation efforts and match them with appropriate criterions.
- a) Because of the difficulties involved in meeting during the work week, this session will be held on a Saturday.
- Members are to email Donna the dates of any Saturdays between now and Spring Break when they will be able to attend this session
- b) The location will be CEC and Bill may have to set up a system that will accommodate Curtis being located off-site (new webcam system)
- 5) Chairs reported on their group’s activities of late.
- a) Criterion 3 (Learning Leadership) has met
 - b) Blaine outlined Criterion 1 goals and activities to the District Governing Board at their last meeting on January 16
 - c) Criterion 2 (?) will report to the DGB at their next meeting
 - d) All chairs should let their groups know about the DGB presentations and invite them to observe presentations at the board meetings.
- 6) The next SPASC meeting will be from 8-10 on February 2 on the AUDIO system (not the teleconference line).