

Northland Pioneer College

Strategic Planning & Accreditation Steering Committee Meeting

8-1-08

8:30-10:00am

Audio

In attendance: Eric Bishop, Donna Ashcraft, Nettie Klingler, Blaine Hatch, Eric Henderson, Pat Canary, Cindy Hildebrand, Ann Hess, Mark Vest, Michael Lawson, John Velat, Russell Dickerson

I Approval of 7/18/08 minutes

- No changes offered.
- Pat moved to approve; Blaine seconded.
- 7/18/08 SPASC minutes approved unanimously.

II Subcommittee Reports

- Criteria One: Will meet on 8/14/08. No new report.
- Criteria Two: No new report.
- Criteria Three: No new report.
- Criteria Four: No new report.
- Criteria Five: No new report.
- Communications
 - Working on September presentation to the District Governing Board.
 - Team to build a pizza that ties together Criterion 1-5.
 - DGB members to receive keepsake plates that have short versions of Criterion 1-5. Vendor located to produce plates.
 - Ann reported on Communications Team membership
 - Suzanne Tresize replaced Rose Kreher at CASO President
 - One faculty member slot open—vacated by Michael Lawson.
 - Michael advised SPASC that the Faculty Association will address committee vacancies (SPASC and College Council).
- Data
 - Majority of requested data was sent out 7/30/08 to SPASC main members.
 - Some requests still being worked—waiting for data or trouble obtaining data (data upload problems with ASSIST data).
 - Clarification of information flow: Subcommittee Chairs/Liaisons to review submitted data and forward to subcommittee members. Subcommittee data issues/questions to be direct to Nettie.

- Resource Center
 - Collection of information going well. There are some holes in the information—particularly meeting minutes. Please forward items to archives@npc.edu.
 - Question: what is the process for posting information to the Resource Center?
 - Answer: criterion teams to review/approve data then send back to SPASC main for final approval. Information is then forwarded to Resource Center.

III Discuss Convocation activities

- Discussion of fun activities
 - Ann reported that a person to be “Ernie the Eagle” has not yet been located—the search continues.
 - Bookmarks with Accreditation for Dummies Criterion 1-5 information will be distributed at Convocation.
 - SPASC members offered several ideas for activities—none were considered fun by members present. The group was not able to offer any fun ideas that would work within Convocation time constraints involving approximately 185 people.
 - Decision: Discuss activities further with President Swarthout—get clarification on game show idea or other ideas.
- Meet with groups following Convocation
 - Purpose: Answer group-specific accreditation questions and to explore how groups can be more involved in the process.

IV Parking Lot solution unveiled and options discussed

- Pat suggested that a monthly accreditation newsletter may be a good way to keep the college community informed. Eric Bishop said the Parking Lot solution could be used to get updated information out—perhaps using e-mail to send out a synopsis of updated information that also includes a link to the updated information.
- Eric Bishop began his introduction of the Parking Lot. It is a functioning wordpress blog that still needs design work. Blog users can submit ideas and get feedback (if the administrator chooses to respond). Comments can be monitored and the administrator can decide to post them for public view. The blog is a tool the President can use to communicate with the college community.
- John asked: When was the decision made not to utilize JICS? SPASC members explained that a non-JICS option was given the go ahead due to a sense of urgency on part of the President—the new website start-up was still a ways off and it was decided that a quick solution was needed.
 - John explained that JICS had all the same capabilities as the blog and showed SPASC members JICS features on the Smart Board. Some members felt that the JICS pages were visually busy. According to John, the pages are totally customizable allowing for a clean look and placement of items for ease of use. JICS allows the college to publish information on any desired level: institution, group, person, public. Moderated forums and groups are possible in JICS. Another advantage of JICS is that members and distribution tools are all in one place.

- Eric Bishop showed members the Parking Lot blog, located at ideasfornpc.com.
- Eric Bishop proposed a meeting with the President, on August 4, to discuss Parking Lot options. John, Eric Bishop and Donna to meet with President Swarthout.

V Update on Data Request fulfillments

- Item addressed in Data subcommittee report.

VI Discuss and determine process to compensate for summer SPASC committee work

- SPASC formulated the following compensation method:
 - Faculty members shall submit a letter *or* send an e-mail to the Office of the Vice President for Learning requesting pay for summer committee work. All pay requests should include the number of days (full or partial) worked (maximum allowed: 2 days for \$500). E-mail contact: russell.dickerson@npc.edu
 - The faculty member will also send a copy of the pay request to SPASC subcommittee chair.
 - Russell will contact the chairs for verification of time worked.
 - Once verification is received, Russell will prepare requisitions and have them signed by the Vice President for Learning.
 - Signed requisitions will be submitted to the Payroll Office for processing.

VII Other Items

- None

VIII Review of action items, decisions and assigned tasks

- Action item: John, Eric Bishop and Donna to meet with President Swarthout to get feedback on parking lot solution and present options.
- Decision: Continue to discuss Convocation activity ideas with President Swarthout.
- Tasks: Russell to send out (e-mail) memo to faculty members and committee chairs outlining the compensation procedure.

Pat moved to adjourn, second by Cindy, meeting adjourned.

Next meeting: August 15, 8:30-10:30am, Audio.