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Northland Pioneer College  
Strategic Planning & Accreditation Steering Committee  
(SPASC)  
September 22, 2006  
Noon to 2, District Office

Meeting Minutes

In attendance: Pat Canary, Eric Henderson, Donna Ashcraft, Curtis Casey, Blaine Hatch, Bill Grindstaff, Jeanne Swarhout, Mark Vest, Rose Kreher (sect'y). Not at the meeting: Ben Schoening and Cindy Hildebrand

- 1) In addressing the first agenda item of the meeting, members discussed and approved the following “rules” governing meetings:
  - a) Donna received permission to record the meetings
  - b) In the event members wanted an executive session, they were to make a motion and vote on turning off the tape recorder.
  - c) Discussion will happen freely during the meetings; items requiring adoption will be done during the last 15 minutes of the meeting, and will be conducted according to Roberts Rules of Order.
    - (1) No proxy votes will be allowed
  - d) Members agreed to not interrupt others in the group during discussions as long as everyone agreed to keep comments concise and relevant. (Members promised to be good.)
  - e) Donna was charged with the responsibility of cutting off participants if she felt they were not furthering the discussion. In fact, it ended up that Donna becomes the group’s *de facto* “para-parliamentarian”
  - f) Meeting minutes will be posted on the internal “Intraweb” site (<http://infoweb.npc.edu/intra/>)
  - g) Members can contact the group via a distribution list (posted on the “Infoweb” at group email lists): <http://infoweb.npc.edu/Support/E-mail/npc%20email%20%20options.htm> (or until that is posted by using the *reply all* to this message.)
  - h) The meeting quorum was set at seven members.
  - i) All meetings of SPASC are open; any stakeholder of the college may attend
  - j) Removal of committee members for lack of attendance will be the prerogative of the president of the college.
  - k) Additional “ground rules” may be determined by the group as appropriate
- 2) The second agenda item centered on setting up a structure for the five SPASC subcommittees
  - a) The five subcommittees are based on the criteria established by the Higher Learning Commission (see the overview online at:

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[http://www.ncahlc.org/index.php?option=com\\_content&task=view&id=83&Itemid=111](http://www.ncahlc.org/index.php?option=com_content&task=view&id=83&Itemid=111))

- b) The subcommittees and some suggested members are detailed on the handout that was provided for the meeting (and sent to missing members)

Jeanne will issue the “invitation” to serve on the subcommittee to the selected candidates. She will copy SPASC members.

- (1) Donna will be a “SPASC liaison” to the Criterion 4 subcommittee (Inquiry and Applications) and Curtis will be SPASC liaison to the Criterion 5 subcommittee (Connections)

- c) Subcommittees can call in any member of SPASC to assist with any concerns or act as consultants

- i) Subcommittees will set up their own meeting times

- (a) Teleconferencing might be best way for meetings to be held.

Bill Grindstaff will see if the teleconference system can be expanded beyond the current seven-line limit.

- (b) Initially subcommittees might meet twice a month for several months, then go to monthly meetings

Donna and Jeanne will attend the first meeting of each sub-group

- (c) Subcommittees will report back after each meeting to SPASC in person via email

SPASC will develop a reporting format template for the subcommittee reports. SPASC meeting minutes will also be emailed to each subcommittee chair

- d) The Communications and Data sub-committees will meet on an “as needed basis”

- 3) SPASC members discussed the HLC “Criteria for Accreditation” (overview of the five criteria was distributed as a handout)

SPASC members will provide materials from the HLC handbook to the subcommittee chairs. (Get online until handbooks arrive. Rose is ordering 20 for SPASC members and subcommittee chairs.)

- a) Jeanne said that the five criteria are broad, general goals that often overlap and that they should prove to be non-restrictive and non-prescriptive to NPC goals and actions.

- 4) The Bridge Plan (developed by the College Planning Committee last spring to serve as a springboard to a new strategic initiative) was discussed.

SPASC members are to go through the Bridge plan and literally “cherry pick” useful objectives and strategies. These are then to be assigned to appropriate Criteria.

- a) Jeanne noted that the SPASC will need to receive a “statement of direction” from the District Governing Board regarding Strategic Planning before the committee gets too far in accreditation planning. Then the Strategic Plan can be overlain HLC timelines and initiatives.

- b) Board is having a Study Session on Strategic Planning but results from this session will not likely be available to SPASC until mid-October.

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5) Jeanne briefly addressed agenda item V -- new initiative possibilities.

a) The president has developed some that she wants SPASC to look at.

Jeanne will elaborate a bit on those and send them out via email to SPASC members for review as well as assign to appropriate criteria.

6) Other items considered at the meeting:

a) Jeanne needs to schedule a self-study group to attend the spring NCA meeting April 20-23 (inclusive) in Chicago.

Every SPASC member is to let Jeanne know by the end of October if they will be able to attend the Chicago meeting or not.

b) The next SPASC meeting will be on Video 1, Friday, October 6, from 11:45 to 1. The meeting after that (Friday, October 20) is tentatively schedule be at the DO from noon until two. (BYOF)