

Northland Pioneer College
Strategic Planning & Accreditation Steering Committee
(SPASC)

October 6, 2006
11:45-1:15, Video 1

Meeting Minutes

In attendance: Pat Canary, Ben Schoening, Donna Ashcraft, Eric Henderson, Jeanne Swarthout, Cindy Hildebrand, Bill Grindstaff, Rose (sec't'y)

- 1) The minutes of 9/22 were unanimously approved on a motion by Henderson, second by Aschraft.

a) Rose will send to the Webmaster for posting as well as a directing a copy to Pres. Orr.

- 2) A brief discussion was held on whether or not SPASC should address the College mission statement.
 - a) Members felt that deferring this task was the best for now as a clearer picture emerges of what will be involved in Strategic Planning and the Higher Learning Commission self study.

- 3) The first two Visions of the "Bridge Plan" were matched with the HLC Criterion Goals. Areas of accomplishment were noted; areas where much (or all) of the actions remained yet to be undertaken were noted. (See attachment)
 - a) Jeanne felt that the Bridge Plan statements could be attached to more than one of the criteria as long as it was not simply a repeated statement without. There would be a need for cross-referencing.
 - b) Committee members agreed that items may be deleted from the Bridge Plan if they are not relevant to either Strategic Planning or the HLC Self Study
 - c) Members will pick up the task of relating Vision statements and actions with appropriate Criteria at the next meeting.

Members should bring their annotated Bridge Plans.

- 4) New initiatives (+ any others added to the list) will be considered at the next meeting.
- 5) Members developed a **charge statement for the subcommittees**:
 - a) The charge to your group is four-fold:
 - i) Review your Criterion Statement and Core Components at the Higher Learning Commission web page (This is the link to the overview; hard copies of the entire *Handbook of Accreditation* are on order and will be presented to group chairs <http://www.ncahlc.org/download/2003Overview.pdf>)

- ii) Identify how your group's criterion relates to the College and the College's mission
 - iii) Describe current College practices relating to your Criterion as determined by data collection and analysis
 - iv) Recommend measurable strategies for innovation and improvement of these practices
- 6) This charge will be presented to the sub-groups at their first meetings by the group chair (or by Jeanne and Donna who plan to be in attendance at the first meeting. I was not clear on this. Please let me know who will do the presentation of the charge to the Committee)

a) Jeanne and Donna will craft charge statements for the two service teams. These are the Data and Communication committees that will be set up to support the Criteria subcommittees. It will be something along the lines of : Your team is to provide timely data upon request to the individual Criterion subcommittees in the manner in which it is requested.”

- 7) For the first hour of the next SPASC meeting (October 20, DO, noon to 3) Bill will arrange for demonstrations of some project management software programs. So far, the tools requested for viewing are Basecamp and MS Project Management.

a) Rose will invite Criterion subcommittee members to attend this portion of the meeting so they can express their views of these tools.

b) Bill will try to set up these demos so they can be viewed at several sites and not everyone will have to come to the District Office

- 8) Jeanne once again reminded everyone to let her know if they will be able to go to Chicago April 20-24 for the HLC Annual Meeting.
- 9) On a motion by Ashcraft, second by Schoening, the meeting was adjourned.