

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
12-19-08

In attendance: John Velat, Eric Bishop, Blaine Hatch, Pat Canary, Claude Endfield, Michael Lawson,
Eric Henderson, Donna Ashcraft, Ann Hess, Dana "Red" Stevens

- I. Approval of 11/21/08 SPASC minutes
 - a. Blaine moved to approve; second by Claude.
 - b. 11/21/08 SPASC minutes approved by a majority vote with Pat abstaining.
- II. Subcommittee reports
 - a. Criterion 1: the group met the previous Friday and will submit the last core component today.
 - b. Criterion2: no report; group is happy to be done.
 - c. Criterion 3: last core component submitted at 7:00am. Eric reported to the District Governing Board via teleconference, which went well.
 - d. Criterion 4: no report; also glad to be done with core component drafts.
 - e. Criterion 5: no report.
 - f. Data: HLC resource room has been cleaned up.
 - g. Communications: group will meet in January.
 - h. Assessment Academy: met on 12/04/08 and developed six general education student learning outcomes that were later approved by the Instructional Council. Eric received word that their new assessment mentor, the Director of Institutional Research at Oklahoma Panhandle State University, is posting comments on submitted work. The fall semester pilot project with critical reading and writing prompts had low response. A new approach is needed given the difficulty in providing incentives due to lack of funds. A website will be developed in spring. Student learning outcomes for all programs will be developed by March. Reading day is in February. Eric Henderson and Eric Bishop will meet regularly in the spring semester.
 - i. Student focus: the group met at the last workshop and came up with several ideas including the use of faculty to acquaint students with accreditation at the beginning of the spring and fall semesters. Student Government Association could also be utilized to spread the word.
 - j. Resource Room: John Velat reported that the goal is to have all of the College's archived materials digitized, place them in the electronic resource room and have an index of the

digital files. Next week, John will work with Trudy to learn the indexing process and Trudy will train other library staff.

III. Report in Institutional Research consultation

- a. Nettie Klingler has resigned as Director of Institutional Research.
- b. John Velat, three of his staff and the Executive Team met with an IR consultant.
 - i. Discussion of how to dashboard standard, routine reports in a way the NPC will be able to retrieve the same data always in the same manner.
 - ii. This would allow the recreation of historical data as well as current reports. Changes would be made through Institutional Research and would be documented.
 - iii. Blaine commented that Nettie is developing a full list of routine reports and the components of those reports.
 - iv. The intent of “dashboarding” is to prepare a set of standardized reports with a common collection point. Currently, the collection of information will go through the President’s office until the reformation of IR. Future data requests to be directed to Larry Romo, Mindy Neff and Cindy Hildebrand.
 - v. The IR consultant comments: NPC has data available. NPC needs to be more efficient regarding available data. NPC is following standards of data integrity.
- c. Eric Henderson discussed the need for a relational database regarding student analysis cohorts.

IV. Accomplishments of SPASC this semester

- a. All subcommittee reports have been submitted. Changes were made to the process that addressed data issues resulting in the improvement of data reports.
- b. The District Governing Board has been more effectively involved in the accreditation process.
- c. There was a fairly good turnout for the HLC liaison visit despite time constraints.
- d. SPASC workshops provided the college community with a much clearer view of the accreditation process. A lot of knowledge was shared between subcommittee members and others as they discussed the process.
- e. The Strategic Plan was revised in scope and format and was presented to, and approved by, the District Governing Board.
- f. The Resource Room has been populated.
- g. Public comment is beginning to come in through the web site.

V. Goals for next semester and review of timeline to HLC day

- a. Next semester goals incorporated into the revised timeline and presented on the Smart Board by Eric Bishop.

VI. Discussion of online degree student survey and the status of the HLC change request

- a. Online degree student survey
 - i. The need for a feasibility study was discussed. Eric Henderson commented on the lack of timeliness for this survey since NPC is nearing the end of the Title III grant and has not done one yet.
 - ii. Eric H. gave a brief history of the decision to move toward an online Library Media Technician degree. At that time, enrollment was low and scattered throughout the district and the degree was unavailable in Arizona.
 - iii. Following additional discussion of the need to survey, John Velat moved that we go forward with a survey of online degree offerings that includes a broad distribution, to be designed with input from the executive team and faculty members through the faculty association (to be presented at the 01/09/09 NPCFA meeting after Convocation); second by Claude. Motion passed by majority vote.
- b. Status of HLC change request
 - i. Donna attempted to explain the relationship between the status of the HLC change request and the Instructional Technology subcommittee task of formulating a recommendation by the first of February.
 - ii. Michael clarified that the Instructional Technology subcommittee hadn't yet been officially charged with the task, but Instructional Council was.

VII. Discussion: where does "I have an idea" need to be and where should responses be sent?

- a. Donna brought up the matter of confusion as a result of multiple "idea" collection locations in myNPC, on the myNPC SPASC group page.
- b. Some ideas have been sent to Brandy Shumway and Mark Vest-why?
- c. Ann Hess stated that 90% of submissions have been advising questions. Currently, all responses go through Ann. Ann suggested that ImageX place a button to the left of the Quick Links on the NPC homepage. It will access pages for feedback, contact us and new ideas.
- d. John agreed to handle the designation destination and Ann will work with ImageX for the new button and revise the current contacts.

Meeting adjourned.