

**Northland Pioneer College**  
**Strategic Planning and Accreditation Steering**  
**Committee Meeting Minutes**

Friday, February 3rd 2017

8:30 a.m. – 11:00 a.m.

Video II

**Voting Members in Attendance:** Eleanore Hempsey; Randy Hoskins; PJ Way; Ann Hess; Peggy Belknap; Mark Ford; Colleen Readell; Kenny Keith; Sandy Manor; Susan Jamison; Nicole Ulibarri.

**Advisory Members in Attendance:** Jeanne Swarthout; Mark Vest; Bill Fee.

**Others in Attendance:** Paul Hempsey (Recorder); Jeremy Raisor; Renell Heister; Vicki Bessinger

**1. Approval of Minutes from 01/20/2017**

*Peggy Belknap made a motion to approve the 01/20/2017 minutes. Sandy Manor seconded. The motion passed with a majority vote.*

**2. PASS Report**

Jeremy Raisor provided an update on the PASS project noting this semester had a full rollout of the system to faculty. A progress survey opens today for the next two weeks for Faculty to report. Some faculty have already presented Starfish to their students and a few have already used the "Raise Your Hand" function.

Jeremy Raisor offered several challenges that the PASS committee was facing to SPASC. These included defining the roll of Faculty Advising across all divisions and are working with Deans on what may work in their area. PASS would like Faculty to start promoting/championing Starfish especially to students but also to other faculty and offering best practices to other faculty. PASS will begin the process of rolling out Starfish to the students, looking for the best model to reach them.

Sandy Manor asks if part of the discussion with the Deans, on Faculty Advising involved a Leadership role in promoting and utilizing Starfish. Jeremy Raisor responded that it was not specifically discussed with Deans but was something the PASS team had thought about and were hopeful to have Starfish champions to work with other faculty. Peggy Belknap thought the Pilot Faculty were to be Starfish champions.

Eleanore Hempsey and Mark Ford commented that, while there was a level of buy-in from faculty, not all are fully committed to Starfish yet due to the lack of time they had been using it and needing more time to learn how to use it and some had hoped for more integration with current software and some promised deliverables to be available before committing. Jeremy has not received many complaints from faculty so would need some feedback on issues. Mark Vest asked if PASS surveyed the Pilot Faculty after the trial. Jeremy Raisor responded that they had and did not receive many concerns.

The committee offered many suggestions to help the PASS team. They included setting up an expectation of minimum/baseline involvement for faculty utilization in Starfish and Mark Vest supported this and offered to email faculty. A hard deadline should be set with a framework to lay out the baseline. A weekly email from PASS on how many flags were raised and resolved and a faculty comment. Hitting Faculty in smaller, targeted groups may help get more involvement, possibly leaving positive feedback in Distance classrooms to read or on Eagle Briefs which are popular. PASS could have faculty provide their personal feedback on how Starfish helped them or their students.

Randy Hoskins asked if there was information on the number of students who were using Starfish already. Jeremy Raisor mentioned that it has not been rolled out to students yet but he could run that report and provide details. Randy Hoskins asked if they knew how many Adjunct Faculty were using Starfish. Jeremy Raisor responded that the report available does not delineate between faculty and adjunct faculty so he would need to sort through it manually to assess.

Sandy Manor and Jeanne Swarthout commented that PASS is part of Quality Initiative and therefore Accreditation and it is not a faculty issue or Exec Team issue but a whole college issue and everyone needs to be involved. When do we start producing performance metrics, across the college, indicating the progress on retention, persistence and completion. Peggy Belknap stated that SPASC needed to get a stronger message out to the college regarding Starfish. Jeanne Swarthout commented that SPASC should contact each area of the college and tell them to come up with one quality initiative project to improve retention and completion, not necessarily connected to Starfish but aimed at helping the Quality Initiative overall.

PJ Way asked why faculty were the first group at the college to have a Starfish rollout. Jeremy Raisor responded that faculty have the most interaction with students and would utilize Starfish the most. They also needed to be aware of all the options before students start utilizing it and requesting help so an instructor understands what is going on. Randy Hoskins mentioned he had all his students log in to Starfish and thought all faculty were going to do the same. Ann Hess suggested we need to solve the communication gap to start reaching everyone.

Jeremy Raisor informed the committee that during FTSE if an instructor inputs a U grade to Jenzabar a flag will automatically be raised through Starfish, which means 100% participation from faculty. He also noted that for next steps the PASS committee would need to come up with a recommendation for minimum participation for faculty and a communication plan for the college on Starfish and PASS.

Mark Ford stated he would let Faculty Association know that the easiest way to help with the retention goal is to use Starfish.

*Peggy Belknap made a motion to have Dr. Swarthout send an email to each department requesting one measurable goal to aid persistence, retention and/or completion, separate from the PASS initiative, at the college and a timeline for completion. Eleanore Hempsey seconded. Mark Vest asked if it would be better to ask PASS "Beyond the faculty, what assistance, input, activities, etc. from various parts of the college and then PASS goes to each department and tells them what they need to do to help and please tell us how you will achieve it?" providing specific deadlines and frameworks for their response and offered to attend the next PASS meeting to present it to the PASS committee. Mark asked if that would substantively respond to what was behind the motion. Peggy Belknap and Eleanore Hempsey agreed it would. **The motion passed with a unanimous vote.***

### **3. HLC Open Pathways**

Randy Hoskins asked if everyone had a chance to review the document and if there was any discussion. Jeanne Swarthout commented that the college was already under additional scrutiny from the HLC due to low completion rates and they could hand out sanctions to colleges not performing well.

Peggy Belknap commented on the HLC definition of completion especially for Community Colleges.

Randy Hoskins asked if there was a group working on Assurance arguments currently. Jeanne Swarthout identified the group and noted they were behind but believed they would not have problems catching up and they would have multiple conversations with SPASC as the work progresses.

Sandy Manor stated we still have a communication issue and need to find a way to connect all the dots, giving a larger picture to the entire college.

### **4. Budget Meeting Preparations**

Budget managers should have their budgets input to Jenzabar by the end of the day. The Budget meeting has been scheduled for Monday, February 27<sup>th</sup> beginning at 1pm. The process will be different from last year as budgets were not rolled over again this year. The meeting is expected to take more time this year. Jeanne Swarthout mentioned there were new demands on the college and a flat or reduced budget and will looking for savings this year. There are a number of external unknowns that we continue to wait for more information on, such as Healthcare and the impact of Cholla's declining property tax contributions. Mark Vest commented that tough choices may be required on additional cuts this budget cycle, on top of savings the departments may come up with.

### **5. Convocation – Priorities Recap**

Mark Vest asked if SPASC heard anything from the Convocation Breakout sessions that would alter the current priorities. No suggestions were offered.

## 6. Enrollment Management – Moving Forward

Mark Vest offered to provide a tentative plan on how to proceed with Enrollment Management at the next meeting and receive feedback from the committee. Randy Hoskins suggested the committee should look at all the Enrollment Management information and provide suggestions to Mark Vest to help with the plan.

Sandy Manor provided a brief report on the meeting at Maricopa regarding their Center for Teaching and Learning activities and noted that Dr. Ma would be preparing a report. Mark Vest asked if there was a sense that NPC could accomplish some of the things Maricopa has accomplished within the current budget. Sandy Manor responded that she thought we could.

Mark Vest commented that Jinger Stephenson had been hired as the Training Coordinator and would need to report to SPASC in the future and asked if SPASC needed to contact her regarding the Training Priority and asked Bill Fee to set a meeting.

## 7. Next Steps/Review of Tasks/Agenda Items

**Task:** Prepare Enrollment Management Plan for next meeting – **Mark Vest**

**Task:** Provide Enrollment Management ideas to Mark Vest – **All Committee**

**Task:** Meet with Maderia on Budget Prep – **Mark Vest**

**Task:** Progress Survey Email for Faculty on Starfish – **Josh and Jeremy craft and Mark Vest will send**

**Task:** Mark will attend the next PASS meeting – **Mark Vest**

**Task:** Email departments for Completion and Retention Action Ideas – **Jeanne Swarthout**

**Task:** Agenda Items – **Paul Hempsey:**

- I. Enrolment Management – Mark Vest
- II. Assurance Argument – Jeanne Swarthout
- III. Budget Preview – Maderia Ellison
- IV. Childcare Committee Report

## 8. Adjourn

*Sandy Manor made a motion to adjourn .Ann Hess seconded. **Motion passed unanimously.***