

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, October 20th 2017

9:00 a.m. – 11:30 p.m.

PDC – NLC142

Voting Members in Attendance: Jason Foutz (Proxy for Peggy Belknap); Eleanore Hempsey; Susan Jamison; Ann Hess; Colleen Readell; Vicki Bessinger; Kevin Jones; Randy Hoskins; PJ Way.

Advisory Members in Attendance: Jeanne Swarthout.

Others in Attendance: Paul Hempsey (Recorder); Royce Kincanon; Amber Hill; Renell Heister; Jennifer Bishop.

1. Call to Order

Randy Hoskins called the meeting to order.

2. Roll Call

Paul Hempsey conducted the Roll Call.

3. Approval of Minutes from 10/06/2017

*Kevin Jones made a motion to approve the 10/06/2017 minutes as presented. Ann Hess seconded. **The motion passed unanimously.***

4. Invited Guests

None.

5. Assigned Task Report

Jason Foutz reported out on Criterion One noting that he has no major concerns at the moment and has received a lot of help when needed.

Dr. Swarthout reported out on Criterion Two and noted that she was working in both Two and Five and because of the similarities the biggest issue is working out what goes where. Dr. Swarthout also noted that Jeremy Raiser and Stan Pirog had been asked to assist on parts of Two. Eleanore Hempsey asked if it was SPASC's responsibility to catch the overlaps between Two and Five and if we will be capturing what goes where in a procedure. Dr. Swarthout suggested that the teams writing should be aware and teams Two and Five were meeting together, as did Three and Four which also overlap. Randy Hoskins asked if the plan should be to keep this a continuous process instead of a last minute dash. Dr. Swarthout suggested it should keep the same teams where possible and review every six months. Randy Hoskins asked if the teams were noticing any of the issues that the HLC reported they were seeing a lot of. President Swarthout stated that the problems they were discovering were minor and easily fixable before the visit.

Jennifer Bishop reported out on Criterion Three noting that they currently had clear outlines and had started writing. The big hole they have is on program outcomes and Deans and Department Chairs will start working on this issue. This also leads to another gap which is how we are improving programs with the data we receive from assessment. Eleanore Hempsey asked about the use of General Education Program Outcomes. Jennifer Bishop responded that they could not, yet, show how these outcomes were being used to guide their assessment or how they use the assessment data to improve the performance of Outcomes. The team was looking for a standardized way to report assessments. Randy Hoskins noted there were a number of acronyms that he was not clear on and wondered if the Higher Learning Commission (HLC) might have the same issue. Jennifer Bishop noted a lot of those were references for the writing team which would be cleaned up before the final version was released.

Jennifer Bishop reported out on Criterion Four noting it was the same team and they were pretty much at the same stage. A discussion on a template or templates for syllabi was discussed.

Amber Hill reported out on Criterion Five noting Jeremy Raiser and Maderia Ellison had been asked to assist. Randy Hoskins asked if we will be making the HLC aware of our Property Tax situation. Dr. Swarthout noted that Maderia Ellison included it in her writing but we can't provide details as we don't know any yet.

6. HLC Accreditation Visit

Jason Foutz provided an outline of the Multi-site visit from the Higher Learning Commission next week and said everything was in place.

7. Break

The group took a five minute break.

8. Current Strategic Priorities

Vicki Bessinger reported on the final meeting of College Council and noted that the Sustainability Committee would like to meet with SPASC on their charge.

Randy Hoskins asked how the positions should be filled in the restructure of SPASC. Dr. Swarthout asked for information on how the Shared Governance Procedure should be rewritten. Eleanore Hempsey noted term limits, staggered for continuity, would need to be discussed and sub-committees need to be decided. SPASC members were asked to write up their suggestions for the next meeting and come ready to make the final decision.

9. Long Term Plans/Concerns/Actions

Randy Hoskins highlighted the report given to the Board this week. He also noted that the new ORs should already have met with SPASC and provided their Operational Plans by this stage of the year so the committee is behind.

Ann Hess provided an update on the website remodel. Randy Hoskins asked if it would be introduced to the college or if it would change overnight. Ann Hess said there would be no transition but she would let the college know when the switch would happen. Randy Hoskins noted it would be helpful to have a list of changes and help to find things on the new website.

Randy Hoskins asked what the committee needed to consider for the long-term future of the college. Amber Hill commented that faculty and divisions needs to drive, with data, the future courses of the college. Randy Hoskins noted that considerations should look at state, country, and global levels. Dr. Swarthout commented that there was a lot of information and white papers on thinking outside the box for the future. The committee discussed their ideas of what they saw as direction and knowledge they thought would be needed.

10. Executive Report

Dr. Swarthout reported the Board will be doing a self-evaluation in December. Discussion on a new building progressed but there is still no consensus from the board as to what building should go up. The Board provided little direction to staff.

11. Next Steps/Review of Tasks/Agenda Items

Task: Read Procedure 2125 - **Committee**

Task: Sub-Committee thoughts, memberships, charges, and reporting timeframes - **Committee**

Task: Initial make-up of SPASC after restructure and then how we keep continuity - **Committee**

Task: Revisit Priorities III and IV – **Mark Vest and Randy Hoskins**

Task: Revisit the SPASC Calendar - **Committee**

Task: Read the Fall Report to the Board - **Committee**

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

- I. New ORs attending?
- II. Restructure

12. Adjourn

*Eleanore Hempsey made a motion to adjourn. Jason Foutz seconded. **Motion passed unanimously.***