

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, November 20th 2015

9:00 a.m. – 11:30 a.m.

WMC – LC110

Voting Members in Attendance: Randy Hoskins; Sandy Manor; Doug Seely; Ann Hess; Mark Ford; Kenny Keith; Maderia Ellison.

Advisory Members in Attendance:

Staff in Attendance: Paul Hempsey (Recorder); Tamara Martin; Margaret White.

1. Approval of Minutes from 10/16/2015

Sandy Manor made a motion to approve the 11/06/2015 minutes. Kenny Keith seconded. The motion passed unanimously.

2. Review and Approval of Operational Plans

Due to a lack of Quorum at the start of the meeting it was decided to postpone the voting on all the Operational Plans till the next meeting. Mark Vest reviewed the changes he made to his own Operational Plans discussed at the November 6th meeting and informed the committee that Josh Rogers would have Starfish written into the PASS Operational Plan by the next SPASC meeting date of December 4th.

Randy Hoskins, using the changes that occur in the Welding curriculum, asked how a two-year schedule would be phased in? Mark Vest responded that the process will always be ongoing for a project like this.

Mark Vest asked when the group would like to discuss the upcoming Budget Hearings. The consensus seemed to be to discuss along with Convocation so the College can be better informed, it will be on the agenda for the December 4th meeting. Mark Ford suggested that Faculty are still confused with acronyms that are used around the college and offered to make a video presentation to try to explain them better.

3. Study Committee Parameters

There may have been some confusion over the task leading to only two committee members submitting their thoughts. Mark Vest tried to clarify.

- What is the scope of the work? Define the problem we want the group to analyze.
- Define the form in which we would like the analysis completed. A white paper outlining:
 1. Tell us if there is in fact a problem or are we just imagining an issue
 2. Tell us the scope of the problem. Is it a big problem? A small problem? A big problem but for a small number of students?

3. The options available to us. Do nothing. Do nothing at this time but in the future look to..... Form a partnership with..... Operate solo.
4. Provide information on costs and benefits of each of the options.
5. Recommend options in order the committee feels the college would be best for the college to pursue.

The committee members were asked if they can work from Mark's statement and the two sets of parameters already provided to flesh out what they want to provide to the Committees.

4. Convocation Planning

Discussion on convocation took place throughout the meeting. Below are the suggestions from the committee:

- The Video on Strategic Priorities created by Mark Ford should be shown to the entire college.
- The Operational Plans should be presented to the college.
- Another Mark Ford Video! – What is SPASC? Definition of the common acronyms used in the college.
- A reminder to the college that we are STUDYING childcare and transportation and not taking action at this time.

5. SPASC Meeting Schedule

Leave December 18th meeting on schedule. Cancel March 18th meeting.

Mark Vest took the opportunity to inform the committee of changes to the Summer Semester. A meeting took place between Dr. Swarthout, Mark Vest and Human Resources Director Bowers. HR is working on a written set of procedures for what happened in the previous summer semester, to include a contract for instructors wishing to teach during the semester.

Mark Vest also presented information provided to by the Business Office on the effect that the summer semester had on the college. It was suggested by the committee that this should be presented to the college, in the same understandable format, at Convocation.

6. Next Steps/Review of Tasks

Task: Paul will add an agenda item for next meeting to discuss convocation and the budget hearings.

Task: Mark and Randy to meet with Wei to finalize his Op Plan.

Task: Mark and Randy to stress the need to make quorum at next meeting to committee members.

Task: Mark and Ann to finalize Op Plan page on website.

Task: Mark to send Study Committees an email on where we are.

Task: Committee will work on Study Committee Parameters utilizing the suggestions that Mark outlined in the November 20th meeting and those provided by Eleanore Hempsey and Peggy Belknap.

7. Adjourn

*Sandy Manor made a motion to adjourn. Doug Seely seconded. **Motion passed unanimously.***