

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, November 6th 2015

8:30 a.m. – 11:00 a.m.

Video II

Voting Members in Attendance: Mark Vest; Eleanore Hempsey; Sandy Manor; Tracy Mancuso (proxy for Kenny Keith); Doug Seely; Ann Hess; Peggy Belknap; Mark Ford; Margaret White.

Advisory Members in Attendance: Jeanne Swarthout.

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

1. Approval of Minutes from 10/16/2015

Sandy Manor identified a typo under section 2. *Peggy Belknap made a motion to approve, with amendment, the 10/16/2015 minutes. Sandy Manor seconded. **The motion passed unanimously.***

2. Review of Operational Plans

Mark Vest presented on his first Operational Plan – Develop course schedules based on Student and Community Needs.

Mark commented that the roll-out in 2016 will not be based on a lot of data and may require major refinement in the second year or both the schedule and entire scheduling process.

Doug Seely had a concern on the timing. New programs and program modifications are due to be submitted by the end of February while Mark's plan has an earlier deadline. Mark Vest responded that, according to the Instructional Council (IC) calendar, everyone is supposed to have informed IC and their Dean by Christmas that they are developing new courses and that will be taken into consideration when looking at the draft schedule.

Eleanore Hempsey asked if classes will be listed in the College catalog with a time and location over a 2-year period? Mark Vest stated he has discussed this with the Deans and would also like input from faculty but would suggest only stating the class will be available during a particular semester.

Doug Seely asked if we could add a place to show when the Plan was submitted to the Worksheet. Mark said he could find place for it.

Mark Vest stated he will submit a Final draft to be approved at the next meeting.

Mark Vest presented his second Plan – Evaluate, rewrite and redesign college technology platforms.

Mark asked where the Retention software (Starfish) would fall in relation to this plan. Josh has implementation under his PASS Plan. Consensus was to leave the software with the PASS team. Mark will rewrite his Operational Plan to remove Starfish.

Mark Vest also stated he had moved the redesign of the MyNPC portal to Year 2 because he needs to have input from the Vice President of Administrative Services as well as the strain it would place on I.S. staff who will also be heavily involved in the website redesign.

Eleanore Hempsey commented that it does make sense to delay MyNPC but Mark oversees both because they are linked. The public website design will also affect what MyNPC looks like and what information is housed in each location.

Mark Vest responded in the affirmative. Decisions need to be made on what needs to move around, stay in place, be removed, etc.

Mark Vest will strike Hobson/Starfish from his plan, move the redesign of the Public Website to the second priority in Year 1 and make the analysis of the public website and MyNPC and decide what information goes where. Eleanore mentioned that a decision should be made on who is responsible for maintaining and updating each site as the duties are split between staff.

Break at 9:14am

Reconvene at 9:44am

Study Committees

Mark Vest reported that approval is given to convene both groups and start the process. Mark suggested asking the committees to attend the next meeting to provide them with the parameters of the task, the expectations of the SPASC committee and to give them some guidance on reporting format. Ann Hess commented that it would be a good idea to bring both committees to the same meeting to make sure they hear the exact same information from SPASC.

President Swarthout asked to confirm whether or not the Study Committees were part of the Strategic Initiatives or not. Mark Vest clarified that they were part of the Board Approved Strategic Priorities for 2016-2017 but they are not implementing anything only providing an evaluation so SPASC can make a decision on future Operational Plans to address the issues.

Mark asked that the committee to come up with their ideas for the parameters, direction and outcome from both Study Groups to hammer out specific

Next Steps/Review of Tasks

Task: Committee will have parameters, direction and outcome for Study Committees to Paul by Tuesday, November 17th 2015.

Task: Mark rewriting his Operational Plans

Task: Mark Vest to meet with Josh Rogers on the developing an Operational Plan for Starfish implementation.

Task: Mark Vest or Randy Hoskins will invite Dr. Ma to next meeting.

Task: Paul Hempsey will add the meeting schedule to the next agenda.

Adjourn

*Tracy Mancuso made a motion to adjourn. Peggy Belknap seconded. **Motion passed unanimously.***