

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

Friday, December 2nd 2016

8:30 a.m. – 11:00 a.m.

Video II

**Voting Members in Attendance:** Stan Pirog (Proxy for Eleanore Hempsey); Peggy Belknap; Sandy Manor; Ann Hess; Randy Hoskins; Kenny Keith; Colleen Readel; PJ Way; Susan Jamison; Mark Ford.

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

**Others in Attendance:** Paul Hempsey (Recorder); Jeremy Raisor; Josh Rogers; Vicki Bessinger; Allison Landy; Dr. Wei Ma; Renell Heister.

**1. Approval of Minutes from 11/18/2016**

*Colleen Readel made a motion to approve the 11/18/2016 minutes with a suggested amendment from Stan Pirog. Randy Hoskins seconded. **The motion passed with a majority vote.***

**2. Convocation**

Mark Vest reviewed the current schedule with the committee and the committee discussed the technology needs for the breakout sessions. Presenters were reminded to coordinate with Patrick Day at least a week before Convocation.

**3. Enrollment Management**

Mark Vest asked if everyone was happy with the template he sent out during the week and if anyone had any comments. Sandy Manor asked for feedback on the information she provided. Mark Vest suggested that data could be included to show the impact the activities were having, where available. Where data was not being collected Mark Vest suggested that the college look at doing so, offering the SBDC Growth Wheel as an example that could be useful to have. Sandy Manor suggested an easy way to collect data would be to offer a tuition waiver, similar to that given to those who pass the GED, and track usage.

**4. Technology Plan**

Mark Vest commented that the Technology Plan will follow the Enrollment Management Plan but needed some initial discussion and asked PJ Way to present. PJ Way presented a quick outline of what is involved in the Technology Management Plan so that everyone was on the same page and mentioned his department had started work on their vision and hoped to complete it before the next meeting.

Alison Landy commented the need to help the outlying student populations access the technology they require to complete classes. PJ Way commented it would be nice to have a

student voice in the discussion. PJ Way also stated he had a document to provide to the committee to review and would provide it to Paul Hempsey to circulate.

## **5. Review of Initiative Priority Worksheets**

### **i. Proactive Advising for Student Success (PASS)**

Josh Rogers reviewed the status of the PASS Priority. Mark Vest asked if there was data to show if the utilization of Starfish was increasing. Josh Rogers stated that he believed it had but had not run a report for numbers.

Josh Rogers mentioned the challenges faced regarding Faculty and Adjunct Faculty Advising and the ongoing discussion for solutions such as Deans appointing Retention Specialists to keep an eye on department flags. Mark Vest asked if there was a lack of interest from faculty, a lack of push from the VPLSS office, a lack of definition of the position, which was holding it up. Josh Rogers commented that it was a lack of understanding on how Faculty Advising will work at an institution like NPC because of the dispersed model. Alison Landy commented that ECD Adjunct Faculty are already doing some advising and could possibly help with the discussion. Sandy Manor asked about students changing their major and the resultant challenges in advising. Josh Rogers commented that students are not declaring a major which is making Faculty Advising a challenge to start. Randy Hoskins suggested a Breakout Session at Convocation on how Faculty Advising can work at NPC. Mark Ford mentioned that he would take the information to Faculty Association.

PJ Way suggested having a Starfish link and training video as part of the standard Moodle template for students. As part of the Division meetings Faculty could have the opportunity to see the new Cisco system and and work on their own Starfish profile. Mark Ford would ask Faculty, through Faculty Association, to bring a profile picture with them.

### **ii. Two Year Schedule**

Mark Vest reviewed the status of the Two Year Schedule Priority noting it was for full-time students for simplicity but progress was hampered by the lack of an IE Director. Mark Vest also mentioned the possibility of using current Jenzaber modules or a third party software that could have an additional cost. Randy Hoskins asked if the Operational Plan and Timeline would be updated and Mark Vest said he would take care of it.

### **iii. Training and Professional Development and IS Technology Support**

Not discussed.

**iv. Redesign of NPC Website**

Ann Hess provided an update on the Redesign of NPC Website Priority commenting that everything happening was in the background but they are still on track in the timeline. Mark Vest asked if Archetype 5 could draft a statement prior to the Breakout Session during Convocation so employees would be aware of what the discussion will be about. Ann Hess commented that the discussion will be based around functionality and Sandy Manor suggested a definition be provided to the college beforehand. Randy Hoskins asked if dates could be added to the Priority webpage in place of the timeframes.

**v. Peer Based Training**

Dr. Ma provided an update on the Peer Based Training Priority showing the material already available on YouTube and posted on the faculty E-resource site. PJ Way asked if there was a plan to recognize NPC faculty who completed the training. Dr. Ma also mentioned a visit to Maricopa Center for Learning Instruction was planned and hoped some SPASC members could attend. Randy Hoskins commented that the word needs to get out to the college about all the videos currently available. Mark Ford said he would take the information to the Faculty Association meeting.

**vi. Redesign of MyNPC**

Not discussed.

**6. Study Groups Review**

**i. Childcare**

Alison Landy reviewed the parameters given to the Childcare Study Committee and offered an update on their status and noted the timeline may need changed if the committee decide to offer a third survey.

**ii. Transportation**

Sandy Manor provided an update for the Transportation Committee noting the decision to conduct a second survey. Mark Vest commented that Marketing has a map of student Enrollment at NPC by the location they live in and Ann Hess said she would forward it to the Transportation Committee.

**7. SPASC Task List**

New employee orientation – deferred till Training position is filled

**8. Next Steps/Review of Tasks/Agenda Items**

**Task:** Reminder email to complete Enrollment Management Inventory Forms – **Mark Vest**

**Task:** Update Two Year Schedule Operational Plan – **Mark Vest**

**Task:** Ask Archtype 5 for a Statement for Convocation Breakout – **Ann Hess**

**Task:** Review Technology White Paper to be sent by Paul Hempsey - **Committee**

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

- I. Technology Management Plan – PJ Way
- II. Enrollment Management: Discussion of Inventory Forms

**9. Adjourn**

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