

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

Friday, December 16<sup>th</sup>, 2016

9:00 a.m. – 11:30 a.m.

PDC – NLC 142

**Voting Members in Attendance:** Stan Pirog (Proxy for Eleanore Hempsey); Bill Fee (Proxy for Maderia Ellison); Randy Hoskins; Ann Hess; Sandy Manor; Colleen Readell; Peggy Belknap; Kenny Keith; PJ Way.

**Advisory Members in Attendance:** Eleanore Hempsey.

**Others in Attendance:** Paul Hempsey (Recorder);

**1. Approval of Minutes from 12/02/2016**

*Peggy Belknap made a motion to approve the 12/02/2016 minutes. Ann Hess seconded. **The motion passed unanimously.***

**2. Technology Management Plan**

PJ Way stated that his department had been reviewing their mission statement, vision, and core values and shared some of the suggestions he had received with the committee. The next step will be to conduct a SWOT analysis. PJ Way commented that NPC was one of the leaders in the state for technology and the use of technology and would be hosting the meeting of Arizona Community College Technical Officers (ACCTO) in 2017.

The committee discussed the White Paper that PJ Way had provided and Stan Pirog commented that it would be great for the I.S. department to fill their open position and hopefully get ahead of the issues rather than continually trying to catch up and put out fires in the college.

**3. Enrollment Management**

Randy Hoskins completed a recap of the Enrollment Management task assigned to the committee.

Peggy Belknap commented that she did not believe it was the committee's job to critique the data provided and asked who should have that task. Randy Hoskins suggested the material needs to be reviewed and commented on by the committee, potentially going back to the author for clarification, before being assigned to a smaller committee, possibly led by Mark Vest, for action.

Peggy Belknap commented that an Enrollment Management Plan, to her, was a vision for where the college wants to be at for Enrollment and she asked if we had that vision yet. PJ Way supported this and commented that the college needs to decide if they want to grow,

improve retention rates or graduation rates and providing numbers gives a dashboard to work from. Sandy Manor commented that the Technology White Paper also supported the goal, that the end result of any strategic plan is typically a set of high level objectives allowing for flexibility.

Bill Fee noted that, not only do we need to identify the goals for an Enrollment Management Plan, we need to define how we measure them. For example if the goal was to increase completion we needed to define what exactly we mean by completion, is it an AGEC, a Welding Certificate, the completion of the student's individual goal at the college, etc. Stan Pirog noted that we run into issues where state or federal ideas of completion, used for reporting, do not work for our college. Randy Hoskins commented that he has his students complete a form stating their intentions for the class, but this is not shared outside of Welding and perhaps it should be.

The committee reviewed the Enrollment Management Inventory forms commenting on some of the items. The major concerns of the committee included the lack of data tracking to measure the success of activities, that each department had not included or considered everything they may be doing, and that individual people were not consulted in departments and could be conducting their own activities.

The committee discussed what should be measured and how it could be standardized to help those tasked to review the data.

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

**Task:**

**Task:**

**Task:**

**Task:**

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

I.

II.

#### 5. Adjourn

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