

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

Friday, December 19, 2014

9:00 a.m. – 11:30 a.m.

PDC LC 142

**Members in Attendance:** Blaine Hatch, Ann Hess, Kenny Keith, Sandy Manor, Eleanore Hempsey, Randy Hoskins, Peggy Belknap, Gary Mack, Eric Bishop, Margaret White

**Advisory Members in Attendance:** Leslie Wasson, Jeanne Swarhout

**Staff in Attendance:** Lisa Jayne (Recorder)

**1. Approval of Minutes from 12/5/2014**

*Peggy Belknap made a motion to approve the 12/5/2014 minutes. Randy Hoskins seconded. **The motion passed unanimously.***

**2. Budget Manager Presentation**

Ann Hess reviewed her operational plan sheet with SPASC. Ann stated she added description of goal steps below as it was helpful to have a description of the steps instead of just how many, as well as a section for project justification. **Task:** Ann Hess will send a blank copy of the worksheet to Lisa Jayne to put on the website. **Task:** Mark Vest send email to budget managers reminding them about operational plan worksheet.

*Peggy Belknap made a motion to accept these suggested changes to the format of the Priority worksheet. Randy Hoskins seconded. **Motion passed unanimously.***

**3. Review Chart of Compliance Proof**

Leslie Wasson reviewed the chart developed in Qualtrics which could be converted to Excel, Word or Powerpoint if desired. This chart lays out the steps of HLC assurance completion, and puts up a measurement for how the criterion teams have measured the College's assurance readiness. Discussion took place on how to weigh critical documents in each criterion, and how the College will place value on a specific document for compliance. Leslie Wasson can meet with Criterion teams after reporting to compile a list of needed and weighted documents. As a snapshot for the college it was decided the bar charts work best.

*Eleanore Hempsey made a motion to adopt the presented reporting tool with number charts removed. Sandy manor seconded. **Motion passed unanimously.***

#### **4. Report on Program Review**

Mark Vest will get to this in early January.

#### **5. Convocation Preparation**

Members reviewed their proposed presentations. After some discussion it was decided that the SPASC Breakouts at convocation was to gather ideas that the college may use going forward. Leaders will be facilitators, give a little bit of data, concerns, short presentation and then will collect feedback. Facilitators will report out to SPASC. Leslie Wasson suggested posting results in Qualtrics with a link to make further comments. Leaders in breakouts will convert flip charts to notes and submit to Lisa Jayne by second SPASC meeting in January.

**Task:** Lisa Jayne will ask Campus/Center managers to do sign in sheet for adjunct convocation with a sheet for best contact email.

Task: Lisa Jayne will ask convocation presenters to send Powerpoints to Eric Bishop by Friday Jan 2.

Task: Lisa Jayne will ask deans to forward to their chairs adjunct convocation reminder.

#### **6. Updates on accrediting agencies web page review**

Peggy Belknap has her information to update and will send it to Everett for updating. Other deans have already made updates to accrediting agencies page.

#### **7. Next Steps/Review of Tasks**

-Review convocation feedback at next meeting

#### **8. Adjournment**

*Peggy Belknap made a motion to adjourn. Ann Hess seconded. **Motion passed unanimously.***