

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, February 2, 2018

8:30 a.m. – 11:30 p.m.

Video II

Voting Members in Attendance: Renell Heister (Proxy for Eleanore Hempsey); Susan Jamison; Jason Foutz (Proxy for Maderia Ellison); Ann Hess; Colleen Readel; Vicki Bessinger; Kevin Jones; Peggy Belknap

Advisory Members in Attendance: Mark Vest; Dr. Swarthout

Others in Attendance: Terrie Shevat (Recorder); Allison Landy; Judy Yip-Reyes; Debbie Meyers; Jeremy Raisor; Josh Rogers; Amber Hill; Donna Soseman

1. Call to Order

Mark Vest called the meeting to order.

2. Roll Call

Terrie Shevat conducted the roll call.

3. Approval of Minutes from 1/19/2018 and revised minutes from 12/15/2017

Colleen Readel made a motion to approve the 1/19/2018 minutes and the revised 12/15/2019 minutes as presented. Kevin Jones seconded. Peggy Belknap abstained. The motion passed unanimously.

4. Invited Guests:

Child Care – Allison Landy

Allison Landy updated SPASC members on the child care study, noting the committee is working with a small implementation team to discuss opportunities for a child care partnership. Allison stated the committee has reviewed data for all potential partners such as school districts and First Things First (FTF), and also reviewed data from NPC's survey results. She mentioned that the FTF community survey and the NPC survey for staff and faculty showed very similar outcomes, resulting in the need for high quality child care. Allison discussed current challenges to include finance concerns and the partner's desire to move forward more quickly than is pragmatic or prudent. Allison noted their key focus centers around moving forward carefully and to better identify gaps and areas of strength as well as to understand the implementation design.

Mark Vest added that unless SPASC feels differently, the committee plans to proceed cautiously and will continue to progress in the planning and research stage. Mark asked if there were questions or concerns for Dr. Landy. No additional discussion.

PASS – Josh Rogers

Josh Rogers updated SPASC members on PASS activities and reported on three PASS projects: 1. Student Orientation; 2. Faculty Success Coaches; and 3. Starfish. Josh discussed Student Orientation and the registration tutorial which is being used for new students, noting early feedback from TALON students was overwhelmingly positive. Josh stated the Faculty Success Coach pilot started this semester with their focus centered on developing vision goals for retention and completion, creating an advising skills workshop, and training division and faculty on Starfish. He announced Tony Hill, Marianne Richardson, Connie Warren and Ferryn Sam as the Faculty Success Coaches. Josh discussed Starfish, noting they are starting to look at the data with Judy Yip-Reyes.

Alumni Award – Josh Rogers

Josh Rogers requested direction from SPASC members asking who should be in charge of the Alumni Award program. Josh explained that the process is currently under Career Services and is controlled by a group of people that no longer function as a committee. Mark Vest gave a brief history, noting that the Student Success Committee (SSC) was the group which controlled the Alumni program and also functioned as a subcommittee for College Council. While group members still control the Alumni program, SSC is no longer a functioning committee within Shared Governance. Group members include Mark Vest, Ann Hess, Andrew Hassard, Eric Henderson, Sandy Manor.

Mark mentioned that SSC queried about the purpose of running some kind of an Alumni contacts program which would include an Alumni Awards. Dr. Swarthout raised another question that would need to be answered asking, is the Alumni program more than a yearly or semester award; is there more purpose. Dr. Swarthout said she does not believe this was defined by the college. Ann stated that most colleges have an Alumni Association to bring in money as a fundraising effort. Ann also mentioned that aside from the Alumni Award, which she noted is a good idea and should be continued, she does not feel we have the man power to continue other Alumni Association activities.

Mark recommended continuing the alumni award piece and place it in Recruitment under Student Services. Following continued group discussion, Mark asked if we should leave the current group composition as it stands. Ann stated she has no problem with keeping the same group composition, but thinks they need to revamp the process.

Peggy Belknap asked SPASC members if there is any reason why we should not keep the Alumni Award under Career Services with the current group handling the process. After hearing no comment, *Peggy made a motion to keep everything where it is including the group composition. Colleen seconded. No vote taken.* Group discussion continued.

Josh pointed to a connection between recruitment and alumni, noting that recruitment's familiarity with the outstanding alumni is a great way to tell the story to students that are thinking about coming to NPC. Mark added that typically when presenting awards and getting information out to the press about student accomplishments, we are primarily doing this for a marketing and recruitment purpose.

Peggy stated she would like to amend her motion to include the recommendation made by Mark Vest. Mark asked Jeremy if he had concerns with placing the Alumni Award process in the recruitment area. Jeremy said it would be good for recruitment to take this on and explained it will help with telling student success stories as they recruit for different programs.

*Peggy Belknap amended her motion to assign the Alumni Award program to Recruitment, keeping the same review group composition to include new recruiting personnel. Colleen Readel seconded. **The motion passed unanimously.***

5. Assigned Task

Mark reviewed assigned tasks for the next meeting. Mark noted that Judy and Debbie will clean up the data set and forward the revised Enrollment Management Planning document to Mark so that he may post the revised version on My NPC for review. Mark stated he will also post the clean version of the EM – Phase IV and V Response document to My NPC. Mark listed agenda items for the next meeting: 1. Ask SPASC to accept the enrollment management report in full or in part; 2. SPASC to take next steps, if they are ready to do so, on that report.

6. Federal Compliance/Assurance

Jeremy Raiser provided an overview on Federal Compliance, noting the draft report addresses college policies and procedures and whether or not the college has procedures in place. Jeremy reported on issues he found with course work and discussed areas for improvement pertaining to Title IV Student Disclosures. Jeremy said he will continue more in-depth searching to be sure the college is complying not only in policy but in practice as well.

Jeremy stated that one specific area he does not have a lot of information about involves title IV participation and the disclosure of information to students about suicide prevention. Mark said the college did advertise this year for suicide prevention month and will forward marketing documents to Jeremy.

7. Break

The committee took a ten-minute break.

8. Current Strategic Priorities

The Enrollment Management (EM) Planning Team presented the Enrollment Management “draft” Report to SPASC members. Mark Vest gave a short summary of the process used over the fall semester and walked SPASC members through the enrollment management vision and set of broad strategic goals completed by the EM team. Mark, with the help of Judy Yip-Reyes and Debbie Meyers, walked SPASC members through results of several data analyses conducted for the EM Planning Team along with predictive analytics work designed to provide potential answers for questions asking if we do X, could Y possibly happen.

Mark stated the EM team is here today with Phase V recommendations; broad strategic goals backed up by vision statements and data. Mark discussed Enrollment Management's list of tasks and next steps for SPASC:

1. SPASC to decide how many broad vision statements they want to adopt.
2. SPASC to decide how we take the broad strategic ideas and turn them into operational goals and plans with key performance indicators (KPIs').
3. SPASC to assign tasks to group members in order of importance.

Mark mentioned that he reordered the strategic goal vision statements to match the bullet points under Enrollment Management Vision on the EM-Phase IV and V Response document, but did not post the corrected version. Mark will post on My NPC for review.

A request was made to post the Enrollment Management Planning "data" document on the MY NPC SPASC group page. Mark asked Judy Yip-Reyes and Debbie Myers to clean up the data set and forward to him for posting. Mark thanked the EM Team for their hard work and time spent working on the draft report. Mark stated that SPASC just needs to let the EM Team know what they want them to do next.

9. Long Term Plans/Concerns/Actions – Open Discussion

No discussion

10. Executive Report

No report

11. Next Steps/Review of Tasks/Agenda Items

Task: Clean up data set on EM Planning document and send to Mark Vest – **Judy/Debbie**

Task: Post updated EM Planning document on the SPASC group page for review - **Mark**

Task: Post the final version of the EM – Phase IV and V Response document on the My NPC SPASC group page – **Mark**

Task: Forward marketing documents on suicide prevention month to Jeremy - **Mark**

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

- I. Ask SPASC to accept the Enrollment Management report in whole or in part
- II. Take next steps, if ready to do so, on the EM draft report

12. Adjourn

*Vicki Bessinger made a motion to adjourn. Jason Foutz seconded. **The Motion passed unanimously.***