

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, March 21, 2014

8:30 a.m. – 10:00 a.m.

Video 2

Members in Attendance: Leslie Wasson, Deb Myers, Mark Vest, Peggy Belknap, Eric Bishop, Ryan Rademacher, Blaine Hatch, Peggy Belknap, John Bremer

Advisory Members in Attendance: Ann Hess, Stan Pirog.

Staff in Attendance: Tracy Mancuso, Lisa Jayne (Recorder)

Approval of Minutes from 3/7/2014

*Ryan Rademacher made a motion to approve the minutes from 3/7/2014. Mark Vest seconded. **The motion passed unanimously.***

Strategic Planning & Budgeting

Operating Plans Feedback

Operating plans have been sent to SPASC members. Leslie Wasson asked if anyone had had time to look them over and had feedback. Eric Bishop stated he would be looking at them over spring break. Leslie stated that there is a process going on in Student Services where an annual effectiveness plan and then a report back at the end of the cycle. It is a different format than what has been used for operating plans in other units. That template could be useful, and it would be helpful if those planning processes could be rolled into a single process each year.

Budget Hearings Procedures

Leslie asked if the members wanted to draft some budget hearings procedures to help facilitators in the future. Blaine Hatch stated he would help develop procedures and Eric Bishop stated he would assist, if needed.

myNPC page with resources

Leslie reminded members that SPASC has a resource page on myNPC that can be utilized by SPASC members. If anything needs added to the page, let Leslie know.

Proposed Revisions to Annual Timeline

Leslie reviewed the SPASC planning cycle annual timeline/calendar. Leslie asked if it was ready for a vote or if members wanted to have more time to look it over. Eric Bishop stated he'd like more time to look at and discuss the time line. Taking time off in the summer doesn't seem to be possible with a major Quality Initiative coming up and

strategic planning process refinement taking place. Eric stated he feels that SPASC will need to meet over the summer and find a way to get faculty members there in the summer. Further discussion about facilitating faculty participation took place.

It was decided that if the faculty association did not appoint faculty to SPASC as needed then a presidential appointment was necessary to fill the faculty vacancies. It was also agreed that the SPASC process needed to start sooner. Blaine Hatch stated the planning process can be continuous and the timeline can be an indicator of when a part of the process needs completed. It was agreed that evaluation of the timeline needed to take place.

Peggy Belknap asked if convocation could be utilized to work on the strategic plan, perhaps the College could receive a strategic plan draft at Convocation and the feedback from the college could help refine it. Blaine Hatch stated that the August convocation would be late in the process for initial work but convocation could become part of the process. There might also have to be a day strategic planning retreat to meet the October deadline to incorporate convocation input. It was agreed that the President's approval was needed to incorporate convocation into the process. This topic will be reviewed at the next meeting.

Mark Vest stated he would represent the executive team on the timeline review and obtaining permission from the president for convocation input. Peggy Belknap and Blaine Hatch also agreed to work on the timeline review.

*Blaine Hatch made motion to recommend to the president that the SPASC calendar be a year-round calendar with faculty association participation. Peggy Belknap seconded. Ryan Rademacher abstained. **Motion passed with a majority vote.***

Mark Vest would like a SPASC priority in the fall to be development of an operational planning template that incorporates specifics of what needs to be included. Tracy Mancuso will take the lead on developing a template and Blaine Hatch and Ann Hess will assist her.

HLC Quality Initiative

Leslie Wasson stated that she contacted the Dean of Students on March 11 to locate two students to participate in the QI Team. Ryan Rademacher stated he had a student that might be interested. Leslie Wasson stated she revised the Quality Initiative review timeline based on feedback to allow for college comment at two points earlier in the process; one point would be college comment at the rough draft stage and another comment period at the more polished draft stage. Eric Bishop stated it might be worth locating a new student and a student who is nearing completion to get two different perspectives at the student involvement level. The timeline is posted on the webpage on myNPC. Leslie Wasson stated the myNPC page has resources and data as well as a

Quality Initiative page. If anyone wants anything added to the page they need to let Leslie know.

Leslie Wasson stated that the Quality Initiative project team lunch meeting took place. A lot was accomplished and the minutes from that meeting are available.

Leslie Wasson stated there has been no information about the Retention Academy Application.

Mark Vest asked if someone from the Quality Initiative team could report to SPASC on progress after the QI team meetings. Leslie said she would contact members about this, and would also ask if minutes could be emailed out after each meeting as well.

HLC Assurance

Leslie Wasson reminded members that HLC Assurance also has a myNPC page. The HLC website has helpful information as well about the Open Pathways process, about assurance in general and timeline for visits. The College's next official visit is not until 2019 and 2020. We are currently at the end of year four in a ten year cycle. In the old pathways the College would be required to do an interim report. Although we are not required to do the report under the Open Pathways, the College has chosen to still write one. It was decided that Ryan Jones should be informed he is on the drafting team if he had not already been notified.

HLC Assurance Database Tour & HLC Web Pages Review

Leslie Wasson walked SPASC members through the HLC database and web pages. File organization and naming conventions were discussed.

Adjourn

Peggy Belknap made a motion to adjourn. Mark Vest seconded. Motion passed unanimously.