

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

Friday, May 16, 2014  
9:00 a.m. – 12:00 p.m.  
PDC Rm. 142 NLC

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

**Advisory Members in Attendance:** Stan Pirog, Jeanne Swarthout, Sharon Hokanson.

**Staff in Attendance:** Jeremy Raisor (by speaker phone), Tracy Mancuso, Lisa Jayne (Recorder)

**Approval of Minutes from May 2, 2014**

***Blaine Hatch made a motion to approve the minutes from May 2, 2014. John Bremer Seconded. Motion passed unanimously.***

**HLC Quality Initiative**

*QI Project Design Team update – Jeremy Raisor*

Jeremy Raisor stated that QI Team recently met to confirm results of the faculty and student surveys. SPASC had specifically asked to talk to students about where the college needed improvement. After receiving the student surveys the QI team found that the areas they suspected needed focus was in line with what students pinpointed in their survey.

The next QI meeting in a week and a half will be to hash out details of the plan. The focus of plan will be centered on faculty advising. The results from surveys have focused the QI team around building up student support programs, including increased advising. Some ideas in this are: Faculty advising, active advising, and an early alert system. Eric Bishop stated an early alert system tool was already budgeted for next year's budget, and he asked how soon the QI team would want to see an example of the tool. Jeremy Raisor stated the QI Design Team might possibly want to see it, but the QI Implementation team definitely would.

SPASC reviewed the results of both the faculty and student surveys. President Swarthout stated student involvement needs to be built into the entire process and kept in the forefront.

### **HLC Assurance**

Leslie Wasson asked the newly appointed members of portfolio team information about access to HLC assurance. Mark Vest asked if a time frame needed to be given to portfolio group HLC assurance Training. HLC Assurance will be kept on the agenda and will give a brief update on progress by Leslie Wasson.

### **Strategic Planning & Budgeting**

#### *Strategic & Operational Plan Process*

SPASC reviewed the Operational Plan Process from previous meeting. Blaine Hatch stated the number of teams involved in the strategic planning process needs to be reduced. There was further discussion about the strategic planning structure. Several topics brought forth for further discussion and planning over the summer were:

- HLC criteria become top priority for planning
- Process to pinpoint weak criteria areas
- Replace pillars with criteria
- Size of criterion teams
- Does removing pillars remove planning structure
- SPASC, instead of pillar teams, writes the Strategic Plan
- Criterion teams or initiative teams
- Frequency of reporting for operational teams, criterion teams, and assurance teams – rotating, 2 x a year
- Role of leadership institute in strategic planning
- Quality Initiative role
- Report on portfolio status – who and when

SPASC reviewed and discussed the two-year draft SPASC calendar. Discussion took place regarding making the SPASC calendar a cyclical reporting cycle of: DGB, President, SPASC, College, DGB, and Operational planning.

Randy Hoskins has agreed to co-chair with Mark Vest. Eleanor Hempsey will also be asked about serving on SPASC. Discussion about an additional faculty member will take place at the next meeting.

### **Next Meeting**

Mark Vest will prepare a revised calendar that will show discussed reporting structure and eliminate the pillar teams. Tracy Mancuso will remove pillars from the operational plan process and the Operational Plan will be reviewed and considered for action. The priority worksheet will be updated and considered for action. There will also be a discussion and possible action on internal rules. Mark Vest will create a visual of the reporting structure to the committee. A recommendation will be made to the president from SPASC on how these changes can be reported to the college.

*Pillar 1 Review*

Peggy Belknap provided a Pillar 1 update on progress and upcoming plans to the committee. Leslie Wasson will check in Qualtrics for the nursing surveys. Peggy Belknap stated that creating support services to enhance student success is where Pillar 1 should focus for improvement, to include in-house professional development also in all areas. Also, a calendar could be developed to show the viability of programs.

***John Bremer made the motion to accept progress report from Pillar 1. Deb Myers seconded. Motion passed unanimously.***

**What Next**

- SPASC will meet through the summer, every two weeks; in-person every other meeting. Every other live meeting will rotate between WMC or PDC.
- For now 8:30am on audio, in-person at 9:00am, 2.5 hours long with a break.
- Tuesday before meeting all items are due and agenda sent out ; all handouts for meeting will be sent to SPASC myNPC site on Tuesday before meeting.
- Agenda will be sent in the body of the email.
- Approved minutes will need a link.
- Faculty members will be approached in August.
- Faculty can be paid at hourly rate to attend meeting.
- Randy Hoskins will be faculty co-chair of SPASC. Randy would like to participate in QI project as well.

**Adjournment**

***A motion to adjourn was made by Peggy Belknap. John Bremer seconded. Motion passed unanimously.***