

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, June 6, 2014
8:30 a.m. – 11:00 p.m.
Video II

Members in Attendance: Mark Vest, John Bremer, Deb Myers, Tracy Mancuso for Peggy Belknap, Sharon Hokanson for Blaine Hatch, Eleanore Hempsey.

Advisory Members in Attendance: Stan Pirog, Leslie Wasson

Staff in Attendance: Lisa Jayne (Recorder)

1. Approval of Minutes from May 30, 2014

Dr. Hempsey noted that the minutes reflect SPASC meets on the 2nd and 4th Friday. Mark Vest stated that it was actually the 1st and 3rd Friday.

*Tracy Mancuso made a motion to approve the minutes from May 30, 2014 with the stated changes. Debbie Myers Seconded. **Motion passed unanimously.***

2. SPASC Housekeeping

a. Internal Rules:

Mark Vest stated that Dr. Eleanor Hempsey from LCC has joined SPASC and is in attendance today. Also, faculty members Doug Seely and Kenny Keith had previously offered to be on SPASC, and if the new governance procedure is passed then the Faculty Association President will also be added. Discussion about contacting all faculty members now or waiting for fall took place. It was decided that Doug Seely and Kenny Keith can be contacted now, although paying them for their attendance this summer is still undecided. Mark Vest stated he would discuss this with the president.

Task: Mark Vest will contact Doug Seely and Kenny Keith and let Gary Mack know he can start attending.

*i. Eric Bishop made a motion to approve the requirement that all agenda items and associated documents are due to the SPASC administrative assistant by 5pm the Tuesday before a meeting. Any agenda items arriving after this deadline will be moved to the next available meeting date. Tracy Mancuso seconded. **Motion passed unanimously.***

ii. There was brief discussion about absenteeism on the committee. Problems with non-performing/absent members can be discussed with the co-chairs and then taken to the president.

*Eric Bishop made a motion to approve that should a voting-member of the SPASC group need to miss a meeting, they will identify a Proxy from among the non-voting membership of SPASC. The SPASC administrative assistant will maintain a "Proxy Pool" list of non-voting members on the SPASC MyNPC page so that all voting members needing proxies will be able to identify possible proxies. Voting members must notify either of the co-chairs by Tuesday the week of the meeting they need to miss, if possible, and identify their proxy at that point. It is the responsibility of the member who will miss a meeting to contact the non-voting member in question and get their approval to serve as a proxy. John Bremer Seconded. **Motion passed unanimously.***

Task: Lisa Jayne will list voting and non-voting members on the Strategic Planning page on myNPC.

iii. Moving July 4th Meeting Date

Task: After some discussion it was decided Lisa Jayne would send a Doodle Poll to members to ascertain if moving the July 4th meeting to either July 1, 2, or 3 would be possible.

iv. Summer schedule

Task: After some discussion it was requested that Lisa Jayne send an additional Doodle Poll to members to see if there would be adequate attendance throughout the summer meetings.

3. SPASC Membership and Structure

Once Shared Governance procedure is approved SPASC can have further discussion on membership and structure.

4. HLC Quality Initiative

No updates on QI but Mark Vest explained what the QI Teams' goals were to Dr. Hempsey.

5. HLC Assurance

After some discussion it was decided that assurance reporting by Institutional Effectiveness was missing from the calendar. For new members Dr. Wasson clarified that the Higher Learning Commission asks the College to provide evidence of how it meets the criteria for accreditation, and she also stated that during the last discussion of this topic SPASC recommended that it be reported on quarterly.

Task: Lisa Jayne was asked to add voting and non-voting SPASC members to both the HLC QI and HLC Assurance groups on myNPC so all members could view documents.

6. Strategic Planning & Budgeting

a. Updated SPASC Calendar

The updates recommended at the last meeting to the SPASC Calendar were reviewed by Mark Vest. It was decided that the Quality Assurance Report would also be added quarterly in February, May, September, and December.

Discussion about final review of priorities took place.

Discussion about SPASC's role in the budget hearings took place. It was decided that SPASC leading the budget hearings needed presidential approval.

Discussion about the operational plans within the calendar took place.

Task: Mark will edit the calendar and put it on next meeting's agenda for approval. Eric Bishop asked if there would be an annual review of the calendar. Mark Vest stated there definitely would. **Task:** Leslie Wasson stated she would help creating a visual of the calendar process.

Task: Lisa Jayne was asked to send an email after each SPASC meeting showing what tasks each member needed to accomplish before the next meeting.

b. Draft Criterion Team Compliance/Recommendation Form

After some discussion it was decided that the Criterion teams will take criterion language and translate it into useful and clear language that each team finds meaningful. Each Criterion team will also be asked to provide information about the process of preparing for a report. The criterion teams could be invited to SPASC meeting and to be given their charge. The form needs to have a column added for the NPC context of criterion language.

7. Discussion Items

Discussion items were presented by Randy Hoskins.

Problem - Faculty/staff/administrators become more involved with Student Advising

Solution - Expand the ISW workshops concept to include the following courses: advising/orientation/IT- My NPC. These could be tied into a financial reward, and it would motivate and train the NPC team.

Problem - The learning curve of new and old employees understanding how NPC works; from Moodle to Sandbox and all things that are NPC.

Solution – 1) NPC U-Tube or Google, a knowledge database that employees can access to get quick, correct answers. 2) Soar for all NPC employees, NPC Audio books takes advantage of windshield time, use convocation as a teaching tool.

Problem – Committees, are they productive, a waste of time, or too big?

Solution – Be sure they have the following: charge, action plan, deadline, job description/or position requirements.

Several suggestions about requiring committees to write short job descriptions for employees serving on committees as well as a charge were made. Eric Bishop stated CAB guidelines are very structured and could be a model for other committees.

Probationary employees could sit on committees as non-voting members to learn. It was asked if committee information could be rolled into new employee orientation. It was also suggested that a short committee handbook that lists committees and functions and how they fit together could be created.

Problem – Suggestions/issues flowing up the ladder.

Solution- Electronic suggestion box, NPC employees could submit suggestions/problems that they or their students are dealing with AND what they would do to solve it. Every month one would be selected as the winner and NPC could provide a reward, i.e. dinner for two, etc.

Problem – Faculty meeting NPC needs.

Solution - Open lines of communication! All high performing teams are in constant communication. Network with fellow NPC faculty/groups and try to build synergy. Have a contact in each Division/Center that can be a sounding board, and voice what that group is thinking. Administrators, Deans reach out and mentor new Faculty, weekly phone calls, rotate meetings to different campuses and centers, spend 20 minutes talking to new or seldom spoke to employees prior or post meeting

Communication problems could be addressed with Podcasts to provide knowledge database to employees, electronic suggestions box, network groups for faculty and groups, deans could mentor faculty, involving administration with the student body in mock interviews or as guest teachers.

Problem – Administration not involved with student body.

Solution – Administrators/Deans/Employees, on an as needed basis, will: teach as a guest speaker as requested by faculty, advise student as needed, NPC, additional education, Participate in Mock interviews and/career preparation, and offer internships to NPC students in HR, Business Department, and various departments as needed.

It was decided that many of these ideas were out of the purview of SPASC. It was suggested that the admin teaching idea could go to the QI Team. Also, some of the ideas could be incorporated into operational plans.

There was discussion about the mission of Strategic Planning. Mark Vest reviewed some past mission statements. It was decided that a mission statement should be one sheet

of paper, front and back if needed. Mark Vest asked that the older version be looked at for a possible revision for present use and it would be discussed at the next meeting.

8. Next Steps

- Vote on round 3 of calendar once cleaned up
- Vote on clean-up of criterion recommendation form
- Next meeting SPASC will take a sample priority and walk it through the forms
- SPASC will look at the existing strategic plan and see if it works with proposed calendar
- SPASC will review the technology plan and marketing plan and see how it works with the proposed calendar

9. Adjournment

A motion to adjourn was made by Debbie Myers, and seconded by Randy Hoskins.

Motion passed unanimously.