

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

Friday, August 15, 2014

9:00 a.m. – 11:30 p.m.

PDC NLC147 – In Person

**Members in Attendance:** Peggy Belknap, Sharon Hokanson for Blaine Hatch, Eleanore Hempsey, Randy Hoskins, Gary Mack, Kenny Keith, Margaret White (on phone)

**Advisory Members in Attendance:** Leslie Wasson, Jeanne Swarthout, Ann Hess, Stan Pirog

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

**1. Approval of Minutes from July 25, 2014**

*Kenny Keith made a motion to approve the minutes from July 25, 2014. Randy Hoskins Seconded. **Motion passed unanimously.***

**2. Debrief of QI and SPASC Session**

Kenny Keith and Randy Hoskins reviewed the discussion that took place at the QI session during convocation. Randy Hoskins stated that identifying employees who attended both QI sessions might highlight personnel interested in facilitating the project.

Ann Hess reviewed the Strategic Plan breakout from convocation. Mark Vest suggested sending operational plans out to the College could help understanding of changes. Peggy Belknap suggested sending out information before November. President Swarthout stated sending out information as frequent as every two weeks could provide short and condensed bits of information and would provide definitions of strategic versus operational plan, and could outline a different topic each time. Tracy Mancuso suggested reinforcing the reasons why the strategic plan and the QI project matters in each correspondence.

**3. Discussion/Development of QI Writing – 8 People**

After some discussion a list of team members was compiled for the QI Writing Team. Members include: Jeremy Raisor, Randy Hoskins, Ann Hilliard, Betsy Peck, Joshua Rogers, Terry Green, and Mike Solomonson. Mike Solomonson will need some more information before he signs on. It was decided that the writing team needs someone from administrative services, preferably someone from the front line. It was agreed that Betsyann Wilson could consult with the team as needed.

**Task:** Mark Vest will ask Blaine Hatch to identify an administrative services member for the writing team. The QI Writing Team members will be finalized at the next SPASC meeting.

#### **4. Development of post-convocation survey**

**Discussion of possible survey questions took place. The following questions were decided upon, although exact wording could be changed for the actual survey.**

- 1) After reading the QI Project, what is your understanding of the QI relationship to accreditation?
- 2) What are the two most important ways you think your job relates to the QI Project?
- 3) What measurable outcomes for students would you like the QI Project to focus on?
- 4) How can the QI Project build connections between departments that facilitate measureable outcomes?

It was decided that the survey would consist of the first three questions, and the fourth question would be used in a follow-up survey along with other questions that develop from the first survey's responses. It was also decided that the survey would be sent to all employees of the college, full-time, part-time and temporary.

**Task:** Leslie Wasson will look into posting the results of the survey on the website. The other tasked we asked for was for the team to look at Strategic plan website that Dr. Wasson provided and come up with a glossary next meeting and (their understanding of what the NPC S/P is going to look like ) and how it will be a working plan.

It was agreed that why the QI Project matters and its importance will be emphasized in the survey, and will be repeated and emphasized in all presentations and communications about the QI Project.

**Task:** Mark Vest and Leslie Wasson will work on the survey after the DGB meeting on Tuesday August 19, and will quickly get it out to the College

#### **5. Skip SPASC report to DGB in the fall**

It was decided that a report that summarizes changes could be made to the Board later in the fall. President Swarthout suggested it take place around October and did not need to be a lengthy report.

#### **6. Next steps**

- **Task:** Lisa will send out new Outlook invites for upcoming SPASC meetings

## SPASC Minutes 08/15/2014

- Finalize QI Writing Team members at August 29<sup>th</sup> meeting
- Discuss survey outcomes at September 5<sup>th</sup> meeting
- Members will review Strategic Plan page and come to August 29<sup>th</sup> meeting with some glossary terms and their understanding of what the Strategic Plan looks like and how it will be a working plan

### **7. Adjournment**

*John Bremer made a motion to adjourn. Ann Hess seconded. **Motion passed unanimously.***