

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, August 29, 2014

9:00 a.m. – 11:30 p.m.

SCC LC111 – In Person

Members in Attendance: Peggy Belknap, Stan Pirog from John Bremer, Blaine Hatch, , Gary Mack (on phone) , Margaret White, Ann Hess, Tracy Mancuso for Kenny Keith, Doug Seely

Advisory Members in Attendance: Leslie Wasson, Jeanne Swarthout

Staff in Attendance: Lisa Jayne (Recorder)

1. Approval of Minutes from August 15, 2014

*Stan Pirog made a motion to approve the minutes from August 15, 2014 with some typo changes under Item 4. Ann Hess Seconded. **Motion passed unanimously.***

2. Update on College Survey

The survey was reviewed by the committee. The committee crafted a short paragraph for the survey as follows:

The Higher Learning Commission (HLC) reviews NPC on a continual basis culminating in reaffirmation of accreditation every ten years. HLC evaluates every aspect of our institution for quality and best practice related to the criteria for accreditation. Accreditation and federal student aid are based on fulfilling our mission to continually improve student success.

In addition to the continual review process HLC requires us to design, propose and implement a large-scale project that involves the whole college to improve student success called the Quality Initiative (QI).

A group of faculty and staff led by the Strategic Planning and Accreditation Committee (SPASC) met and assessed a variety of data including your feedback. Our Quality Initiative will focus on persistence and retention. Please review the one page QI proposal at http://www.npc.edu/QI_Survey prior to responding to the 5 minute survey.

The second question was reworded to read:

Please describe the two most important ways your job relates to the Quality Initiative.

3. Define Strategic Planning Glossary Terms

After some discussion it was decided that the target audience for the glossary terms is SPASC itself. The following terms were discussed, and the following suggested definitions were proposed.

Strategic plan:

A strategic plan is a document mapping the ways, means, and timelines by which an organization can achieve specific goals and objectives.

Operational Plan:

1. A detailed plan to describe the methods in order to achieve goals and objectives.
2. A detailed plan used to provide a clear picture of how the College will contribute to the organization's strategic plan.
3. A design for how and when the strategic plan will be achieved.
4. Detailed description of actions used to implement a strategic plan.

Goals:

General guidelines that explain what you want to achieve, and long term repercussions on a global level.

Objectives:

1. Objectives define steps to implement and obtain the identified goals.
2. Objectives are specific and measurable plans with a defined completion date.

Measurable Outcomes:

Measurable outcomes are demonstrated benefits or changes for individuals or groups during or after taking a set of actions.

Task: Everyone review and/or research better proposed glossary term definitions.

4. Format of Strategic Plan

Discussion on Strategic Plan format will be placed on next week's agenda.

Task: Everyone research examples of strategic plans and bring ideas to the September 5th meeting.

5. Next Steps/Review of Tasks

- Everyone come with examples and ideas of strategic plans and how NPC's might look
- Everyone review proposed glossary term definitions and bring more ideas
- Discuss communication with the college after survey is sent out to decide how to provide updates on progress—need to know the who, what, when?
- Who notifies Criterion teams of when they are to present to SPASC?
- Discuss how we are to train ourselves on operational budget process, and how to train budget managers.

Task: Blaine Hatch was asked to bring a list of budget managers to the next meeting.

6. Adjournment

*Doug Seely made a motion to adjourn. Stan Pirog seconded. **Motion passed unanimously.***