

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, September 20, 2013

8:30 a.m. – 10:00 a.m.

Video 2

Members in attendance: Peggy Belknap, Eric Bishop, Leslie Wasson, Blaine Hatch, Mark Vest. Ryan Rademacher, Debbie Myers, Tracy Mancuso, John Bremer.

Advisory members in attendance: Jeanne Swarthout, Susan Acton, Ann Hess,

Staff in Attendance: Lisa Jayne (recorder); Everett Robinson.

1. Approval of May 3, 2013 Minutes

Ryan Rademacher made a motion to approve the minutes from May 3, 2013. Eric Bishop seconded. Motion passed unanimously.

2. Introduction of New Members

Leslie Wasson stated SPASC needs more faculty participation so available faculty candidates need to be identified. Peggy Belknap asked if all members of a pillar should attend the SPASC or only the pillar leaders. Leslie Wasson stated that just pillar leader needed to attend the steering committee but may want to have informal meeting with pillar members. Leslie Wasson introduced the Faculty Co-chair for SPASC, Ryan Rademacher.

3. Update: HLC Assurance Database

Leslie Wasson stated that the College now has access to the new HLC Assurance Database. HLC hired a vendor to create a database for them so that institutions can upload assurance exhibits. So all evidence files for the reports, records, reports and paperwork gets turned into pdf documents and then gets uploaded to the assurance database in a file structure that the College creates. Leslie stated she has received training on how to use the database. HLC wants only 15 people per school to have access to the database. The committee needs to identify who should be on the team who does uploading of exhibits, and then who should go through and draft the narratives, and then a third group to do editing for consistency.

Jeanne Swarthout stated the writing and editing teams are probably going to be smaller than the upload team. Jeanne stated that Deb Meyers should be on the upload team.

Peggy Belknap asked if the committee wanted pillar leaders to be able to upload and should there be backup from the E-portfolio group. Leslie stated she felt there should be a person for each criterion to do the actual pdf and uploading and then that person would have a team of two or three people helping them identify and gather. There was discussion about makeup of the teams and it was decided that an upload group would consist of Deb Meyers, Blaine Hatch, Leslie Wasson and one member from each criterion. The writing team would consist of Jeanne Swarthout, Leslie Wasson, Mark Vest, and hopefully Ryan Jones. Editing team right now is just Lisa Jayne and Blaine Hatch but will look for others.

Leslie Wasson stated she would have all team members listed as users with HLC. Jeanne stated that HLC will upload all documents they have ever received from the College so those files would be accessible as well. Leslie suggested the College's archives person could access the database for documents as needed.

4. Strategic Planning Priorities & Dates for FY 2013-2014

The College has had one year experience with planning first and budgeting second. Blaine Hatch Blaine stated it worked well. Leslie Wasson stated budgets are due around February 1st, so first read of strategic plan will need to take place at November District Governing Board meeting, and then final read will be in December. Leslie stated that the College has been going through a learning process with strategic planning, but are at a transition point now. In the past, all ideas, however far out of reach, have been incorporated into the plan, but now would like to move toward a more practical approach that incorporates some of the big picture ideas but focuses on the ones that are attainable on a three year timeline with resources that the College is likely to have. The more aspirational ideas can be put into a parking lot for future strategic plans.

Leslie stated this should make the strategic plan a great deal shorter, a great deal more specific, and a great deal more attainable. Jeanne Swarthout emphasized that it is really important to keep earlier captured ideas in a parking lot and not lose them.

Leslie stated that the strategic plan will consist of the bird's eye view of implementation, but not the actual implementation plan. So the first draft that goes to the board in November will be as complete as possible but does not need implementation details.

Suzie Acton asked if there was a timeframe for items that are put on the backburner to come to the front. Leslie Wasson stated that the pillar teams would need to evaluate those items. Jeanne Swarthout stated that the Strategic plan is reviewed annually, so ideas in the parking lot can be pulled in as feasible.

Leslie stated the pillar leads should look at the existing plan and consider how it might move forward in a more practical way and she will suggest a format that can be customized.

For the next meeting, HLC timelines training, and Quality Initiative Project will be discussed. Tracy Mancuso asked for literature on the Quality Initiative Project. Leslie stated she would send some links out, plus HLC does have examples posted on their website as well.

Peggy Belknap asked if the priority one team liaison was going to stay. Leslie Wasson asked if any had received feedback on the usefulness of priority one team liaison. Blaine Hatch stated response has been mixed. Jeanne Swarhout stated she thought a priority one team could build on the College's quality initiative and then have someone from that team chair the team to be sure the process is working. Leslie Wasson stated this topic would be addressed at the next meeting.

Eric Bishop asked if a pillar team and priority team membership list could be recapped at the next meeting. Leslie stated this could possibly be done by next meeting but some pillar leads would need additional time to fill up the teams. Leslie stated she would get everything updated on the webpage and would send out a link.

5. Adjourn

Mark Vest made a motion to adjourn. Blaine Hatch seconded. Motion passed unanimously.