

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, September 5, 2014

8:30 a.m. – 11:00 p.m.

Video II

Members in Attendance: Stan Pirog for Gary Mack, Blaine Hatch, Margaret White, Ann Hess, Doug Seely, Kenny Keith, Blaine Hatch, Sandy Manor, Mark Vest, Eric Bishop, John Bremer, Margaret White, Peggy Belknap

Advisory Members in Attendance: Jeanne Swarthout, Leslie Wasson

Staff in Attendance: Lisa Jayne (Recorder)

1. Approval of Minutes from August 29, 2014

*Doug Seely made a motion to approve the minutes from August 29, 2014. Peggy Belknap seconded. **Motion passed unanimously.***

2. Criterion 1 Report

Jeanne Swarthout reported to SPASC on NPC standing with Criterion 1 compliance. She stated that the College is in compliance with most of Criterion 1 but would like to discuss some suggestions for evidence of the first component - Mission Review.

In regards to using the Criterion Team Compliance and Recommendation Form, Jeanne stated the process was not difficult. She would recommend that other Criterion teams look at HLC examples for criteria to find ideas for what other colleges called up as evidence.

It was decided that non-compliance issues could either be integrated into the Strategic Plan or a recommendation for compliance could be made to the President.

Discussion about the need for a mission review process took place. Jeanne Swarthout clarified that mission review doesn't necessarily mean that the College will design a new mission statement upon review, but merely that the mission needs to be reviewed on a regular basis. She recommended a review time frame of every two years.

After some discussion it was decided that the two areas under Criterion 1 that needed addressed were: 1) mission review with documentation; and 2) dissemination of the mission itself throughout the college community.

It was decided for Criterion 1 compliance issues SPASC would make recommendations to the president for compliance.

Randy Hoskins made a motion that every two years, beginning with the January 2015 Convocation, the College will review the mission statement. SGA will also be asked to review it, and then it will go to the DGB retreat and a DGB meeting in spring. Even if no changes are needed, the review process will be followed and the Board can reconfirm the mission statement. Also, the mission statement will be put on all syllabi, agenda headers, and desktop backgrounds. John Bremer Seconded. ***Motion passed unanimously.***

Randy Hoskins made a motion that a Qualtrics survey will be conducted to all NPC employees regarding the college mission, and SPASC members will open dialogue with a survey question with five co-workers. Surveys will be repeated at a point to be determined. Eleanore Hempsey seconded. ***Motion passed unanimously.***

Task: IE will bring to next meeting a benchmark survey as a draft to look at.

Task: Sandy Manor will bring proposed question for survey to next meeting.

3. Review/Revise/Approve Glossary Terms

Doug Seely made a motion to accept the proposed accreditation glossary terms presented by Jeanne Swarthout. Peggy Belknap seconded. ***Motion passed unanimously.***

The following glossary terms were approved:

Strategic plan:

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

Operational Plan:

A detailed plan of measureable actions used to achieve strategic objectives.

Goals:

A desired end result.

Objectives:

Specific and measurable steps with defined completion dates.

Measurable Outcomes:

Demonstrated results during or after taking a set of actions.

4. Format of Strategic Plan

Item 4 was tabled. Members will submit one example strategic plan with a short summary by Monday September 8, and will review for discussion at the September 19 meeting.

5. Update on Survey

Leslie Wasson stated there are 44 responses so far reflecting an awareness and interest in specific measures, and good suggestions for important outcomes.

Task: Mark Vest will send reminder out today and on Monday about completing the survey and that it will close on Tuesday.

A copy of the survey will be provided to the QI writing team.

Task: Leslie Wasson will send out a cleaned up version of the survey on Wednesday next week (Sept. 10) to SPASC members for review.

6. Communication with College after Survey

Items to be shared to the college community are:

- Criterion 1 review and recommendations sent to the president
- Glossary terms with a request for any additional terms that need defined
- Summary of survey

Task: Mark and Randy will draft general survey information for SPASC approval, to include 3-5 relevant responses.

7. Criterion Team reports schedule

It was decided that the Criterion Teams will report at the first meeting of each month. The report will need to be sent out to SPASC the week before.

Task: Lisa will invite to the first meeting of the month both members of a criterion team, let them report date, and will send them Criterion 1's report as a sample along with the criterion template, and a note to contact Dr. Wasson for any needed explanations of the report.

8. SPASC run-through of operational budget process and how to train budget managers

It was decided that training of budget managers should be completed by November.

Task: Mark Vest assigned Peggy Belknap, Gary Mack, Leslie Wasson, and Stan Pirog to take one budget process in the current strategic plan through the operational plan process. At the October 3 meeting the group will report on the process and offer guidance in how to train budget managers.

9. Next Steps/Review of Tasks

- Mark Vest will contact Nicole Ulibarri about being the administration member on the QI writing team.
- Randy and Mark will put together a communication for college focused on criterion and glossary
- Lisa will send to criterion teams a reporting schedule and documents
- Peggy, Stan, Gary, and Leslie work on operational budget process, report Oct. 3
- Submit strategic plan example and summary by Mon. Sept. 8 and review before next meeting.
- Mark will send reminder email to college about survey close off on Tuesday
- Leslie Wasson will provide survey information to review
- Mark and Randy will send recommendation to president regarding Criterion 1
- Lisa will put together a Strategic Planning community page that has agendas, minutes, and current strategic plans.
- Next meeting: HLC Retention Academy
- Next meeting: Key performance indicators

10. Adjournment

*Doug Seely made a motion to adjourn. Sandy Manor seconded. **Motion passed unanimously.***