

Northland Pioneer College  
Strategic Planning and Accreditation Steering Committee (SPASC)  
October 5, 2012

Members in attendance: Peggy Belknap, John Bremer, Kenny Keith, Jeannie McCabe, Debbie Myers, Ryan Rademacher

Advisory members in attendance: Eric Henderson, Ann Hess

Guests: Ernie Cunningham, Ken Wilk, Hallie Lucas (recorder)

- I. Approval of Minutes from 9/21/12
  - a. Motion to approve by Peggy Belknap; second by Ryan Rademacher
    - i. Unanimously approved
- II. Pillar Group Meeting Updates/Status
  - a. Pillar 1 – Peggy Belknap, Group Leader
    - i. Peggy – Pillar 1 would like to keep their pillar structure the same; and, if there is any concern from anyone, they would appreciate knowing now, before they progress further. Priority 1 is “Improve Student Success”; and, the remainder of the priorities would be broken up by division. They read the notes from the Fall 2012 Convocation to add some strategies to the Pillar.
    - ii. Suggested changes include:
      1. 1.1.1
        - a. Minor wording change - “Develop learning opportunities to assist with student success.”
      2. 1.1.3
        - a. Change wording – “Utilize student success data to improve learning environment.”
        - b. Remove the last bullet – “Investigate the impact of reducing minimal enrollment in classes from 15 to 12.”
        - c. Add a bullet – “Investigate and implement optimal class size according to discipline.”
      3. 1.1.4
        - a. Remove 1<sup>st</sup> bullet – “Improve college-wide tutorial program.”
        - b. Remove 2<sup>nd</sup> bullet – “Implement new student orientation.”
        - c. Thoughts about the last bullet:
          - i. Expand and advertise areas for student study/research rooms
          - ii. Implement more student study environments
          - iii. Develop a standard for a guaranteed faculty office/availability to students

- iv. Design a process for orientation for advisers regarding department/division information
      - v. Strategy to help improve college-wide information sharing that effects students
    - 4. 1.1.5
      - a. Remove all of this goal
      - b. Add a bullet under 1.1.3 – “Develop an approach for scheduling that allows an increase to student completion rates.”
  - iii. Peggy – Pillar 1 has been sent to the Deans for their review, along with the Pillar 1 Group Meeting Notes/Report of October 1, 2012.
- b. Pillar 2 – Ann Hess
  - i. Ann – Their group suggested fairly minor changes to Pillar 2.
    - 1. 2.1.1
      - a. Minor change to 3<sup>rd</sup> bullet - “Work with local public school districts to identify and educate students on college-ready skills and college options.”
        - i. Added at the end of the bullet - (ongoing)
      - b. Added bullet – “Educate eligible district residents of GED and high school graduation options; provide preparation courses and support for GED aspirants.” (ongoing)
    - 2. 2.1.2
      - a. First bullet – added at the end (Fall 2012 pilot of web-based student course evaluation tool)
      - b. Fifth bullet – added at the end (October 2013, but dependent on Jenzabar implementation of intent tracking process)
    - 3. 2.1.3
      - a. First bullet – changed date at end to December 2012
      - b. Removed second bullet – “Initiate feasibility study to enhance career exploration, job placement, and graduate promotion services.” (December 2012)
      - c. Third bullet – changed date to (May 2013)
      - d. Fourth bullet – changed date to (March 2013)
- c. Pillar 3 – Eric Bishop, Group Leader (unable to attend – no report)
- d. Pillar 4 – Blaine Hatch, Group Leader (unable to attend – submitted written report)
  - i. Highlights of the written report/major areas of current focus were:
    - 1. Addition of a new Priority 1 statement that would more directly tie HR activities to student success
    - 2. Concern about the lack of progress on current goals due to HR Director vacancy
      - a. Will attempt to determine realistic timelines

3. Generally confident that current priorities and goals will remain with some refining of language and intent
    - a. Priorities are employee training, standardization of HR practices and procedures, and fostering a positive work-place environment.
    - e. Pillar 5 – Tracy Mancuso (unable to attend)
    - f. **Task:** Jeannie will e-mail Pillar 3 and Pillar 5 and ask them to give a report at the next SPASC Meeting.
    - g. Pillar 6 – Ken Wilk, Group Leader
      - i. Pillar 6 will meet Monday; and, Ken noted that they will give a report at the next SPASC Meeting. Ken was just recently appointed to this Pillar. Also, new member Ernie Cunningham was in attendance. Blaine was moved to Pillar 4.
- III. Timeline Update
- a. November 2 – Review Strategic Plan that will be presented to the District Governing Board (DGB) for the first read (Pillars need to have rough draft ready)
  - b. November 20 – first read at DGB
  - c. December 18 – final draft to DGB for vote
- IV. Other
- a. Pillars should send rough drafts (cleaned up and ready to go into Strategic Plan) of their Pillars to Jeannie and Eric by November 1. After SPASC meets on November 2 and gives suggestions for changes, the Pillar Groups need to make corrections and return their Pillar to Jeannie and Eric as soon as possible.
  - b. Peggy asked if anyone has any concerns with the structure of Pillar 1. There were no concerns expressed.
- V. Adjourn
- ~~a. Motion to adjourn by John Bremer; second by Ken Wilk~~
    - ~~i. Unanimously approved~~
- Amended 12/7/12
- a. Motion to adjourn by John Bremer; second by Debra Myers
    - ii. Unanimously approved