

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
09-05-08 Meeting Minutes

In attendance: Donna Ashcraft, Cindy Hildebrand, Blaine Hatch, Eric Henderson, Eric Bishop,
Jeanne Swarthout, Michael Lawson, Ann Hess, Nettie Klingler, Russell Dickerson

I Approval of 08-15-08 meeting minutes

- Minutes reviewed and one correction suggested by Cindy. Correction noted by Russell.
- Blaine moved to approve minutes as amended. Second by Nettie.
- 08-15-08 minutes approved unanimously.

II Subcommittee Reports

- Criterion 1: Group met 8-28-08 and had a productive meeting. Group worked on first two components and made good progress. The group was pleased with the convocation survey response. Group to meet next on 09-18-08.
- Criterion 2: Group met after convocation. Working session planned for 09-29-08. Group currently working through returned data.
- Criterion 3: Eric Henderson reported that the group has gotten off to a slow start and that he has asked group members for dates when they are available for a meeting. Eric Henderson has sent out the completion rates data to group members. Eric Henderson is currently working with other data and still needs information from deans and workforce development.
- Criterion 4: Group has not met yet. Donna reported that she was able to get lateral move information. Two core components are almost complete. Group wants to meet before October deadline. Eric Henderson (Criterion 3) wants to meet with this group to see what direction it is taking.
- Criterion 5: Group has not met; will meet soon.
- Data: Nettie continues to send out information. She expects to have reports on graduating students and student satisfaction surveys done by next week. Nettie is to send out surveys to the subcommittee leaders and SPASC main. Nettie is working with ASSIST to review data and a clearinghouse to track students.

- At the conclusion of the Data report, Jeanne asked SPASC members if they are receiving required information in a usable form. Responses included: returned data is OK, have encountered a few data issues, and returned data is able to be re-worked to suit needs.
 - Eric Henderson explained some challenges he is having with gathering faculty qualifications. NPC currently tracks faculty certification levels (levels C1 to A1) in Jenzabar. This internal certification information does not track the degree level (Bach./Masters/Doctorate) of faculty members. This information should be part of faculty files maintained by the various division deans and will require individual files to be pulled to compile the needed information.
 - Criterion 5 data request concerning NAVIT should also include dual enrollment information.
 - Task: Nettie to post student survey information and enrollment data to the HLC Resource Center.
 - On-going task: From now on, SPASC will need to look at status of data requests/returned information at every meeting.
- Communications: Group will meet 09-16-08 and be prepared to give presentation to the District Governing Board.
 - Resource Center: In the process of transferring documents to the new web site. An index of DGB agendas, for last year, is being created.
 - Task: SPASC co-chairs to meet with Trudy Bender.
 - Trudy to be invited to 09-19-08 meeting to discuss preparation of the physical resource room.
 - Assessment: The group met three times last month and is working with mentor Laurie Pemberton. It has been suggested that firmer timelines be established. A draft of the assessment final report is ready to be submitted. The assessment team will meet on 09-11-08 for a planning day. Work still needs to be done on the general education project. The assessment group still needs 1 academic advisor, 1 nursing faculty member, and 1 work force development faculty member.
 - CvC: Group has suffered from decreased participation. Eric Henderson to join the group to help.
- III Transfer of SharePoint to myNPC
- SPASC SharePoint site to now serve as an archive. All SPASC information for the 08/09 academic year, and beyond, will be posted to myNPC. Task: place a link to the SharePoint site and HLC on the SPASC myNPC page.
- IV Final edits of Strategic Plan
- Donna set a submission deadline of 5:00pm on September 3rd for all corrections, deletions and additions to the Strategic Plan.
- V Breslin Visit

- The Faculty Association has provided two different meeting dates and times. The DGB and CASO have not yet provided possible meeting times.
- Donna inquired about increasing Mary Breslin's involvement in SPASC. Jeanne suggested that SPASC should only contact Dr. Breslin with clusters of significant questions or if SPASC hits "the wall."

VI Membership for SPASC and subcommittees

- SPASC main still needs 2 faculty members who will serve either a 2 or 3 year term. Mike Lawson will put SPASC membership slots on the next Faculty Association meeting agenda.
- SPASC main still needs 1 more classified staff member.
- SPASC main still needs 1 student. It was suggested that faculty members, who work closest with students, may be able to identify a student to serve. Mike Lawson to ask faculty members to recommend possible candidates to SPASC.
- Task: Invite Jake Hinton to next SPASC meeting to discuss Student Government Association appointments to committees.
- Communications needs 1 faculty member.

VII How can SPASC generate accreditation awareness?

- Ideas included: newsletters, newspaper ads, items to post at campus/center locations, public updates on the NPC website, blurbs in Eagle Briefs and announcements sent via JICS.
- Timeline for updates: Internal, once per month; external, once per quarter.
- Ann will contact John Velat and create a "myNPC Exists!" flyer urging student to log on and "check it out." Blaine will convene a campus and center managers meeting on 09-17-08 at 10am in Springerville. Ann invited to attend the meeting and present the myNPC flyer to location managers.
- Other ideas: give accreditation updates at community meetings such as chamber of commerce and town council meetings and speak at service club gatherings. Perhaps generating a list of talking points will be useful for persons giving outreach speeches.
- NPC will need to run ads asking for public comment which will be sent to HLC as part of the process.

VIII Data Issues

- *Addressed after the Data subcommittee report.*

IX Other

- SPASC Retreat: proposed date is Friday, 10-10-08, 12-3pm at SCC.
- Task: Russell to book meeting room.

Meeting adjourned.

Next meeting: 09-19-08, 8:30am-10:30am, Audio