

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
09-19-08

In attendance: Mark Vest, John Velat, Ann Hess, Cindy Hildebrand, Blaine Hatch, Patrick Canary,
Nettie Klingler, Eric Bishop, Eric Henderson, Claude Endfield, Donna Ashcraft,
Russell Dickerson (recorder)

- I. Approval of 09-05-08 SPASC meeting minutes
 - a. Pat moved to approve; second by Blaine.
 - b. 09-05-08 minutes approved unanimously.

- II. SPASC membership
 - a. Faculty members Claude Endfield and Mary Mathias volunteer to serve on SPASC main.
 - b. Blaine moved that Claude and Mary be made SPASC main members; second by Pat.
 - c. SPASC main service by Claude and Mary approved unanimously.

- III. Subcommittee reports
 - a. Criterion 1: Scheduled meeting postponed. Group will meet 10-02-08. No report.
 - b. Criterion 2: Group has not met since last SPASC meeting. Group planning to work on bulk of draft at 09-29-08 SPASC retreat.
 - c. Criterion 3: Group had a teleconference on 09-18-08 and discussed data issues and worked to develop plans for upcoming SPASC workshops. Group will focus initially on core component 3c, creating effective learning environments. Group is waiting for faculty credential information from the deans.
 - d. Criterion 4: Group will meet for the SPASC retreat and workshops. Donna provided sabbatical and lateral move information to the group.
 - e. Criterion 5: Group has not met this semester but is scheduled to meet 10-10-08.
 - f. Communications: Group made its presentation to the DGB and has received positive feedback. Donna and Ann met to discuss talking points, radio spots, and newspaper ads. Accreditation updates will also be presented in Eagle Briefs.
 - g. Data: Nettie reported that she has submitted information "stragglers" to team leaders and that Trudy Bender has posted the spring 2008 Student Satisfaction and Graduate surveys.
 - h. Resource: Work continues on Resource Room for the new website. Physical resource room preparations will be addressed later.

- IV. Schedule of reports to the DGB and Strategic Plan approval

- a. The Strategic Plan was approved by the DGB on 09-16-08. The approved plan is available on the website and posted in JICS.
- b. Schedule of reports to the DGB
 - i. Communications reported on 09-16-08.
 - ii. Criterion 1 will report at the October board meeting.
 - iii. Criterion 2 will report at the November board meeting.
 - iv. Criterion 3 will report at the December board meeting.
 - v. Criterion 4 will report at the January board meeting.
 - vi. Criterion 5 will report at the February board meeting.
 - vii. A general SPASC report will be given at the March board meeting.

V. SPASC retreat and workshop planning

- a. Retreat scheduled for October 10 at SCC in PAC 124.
- b. Clarification of workshop goal provided. The goal for groups is to complete one core component at each workshop session. Groups may work on any core component they choose.

VI. Breslin visit update

- a. Dr. Breslin will arrive in Phoenix at 10am on October 15th. No departure information was available at the time of the SPASC meeting.
- b. Question: should an impromptu convocation be organized for 10-16-08?
 - i. The PAC at SCC could be used for three sessions (morning, midday, and afternoon).
 - ii. It is unknown whether Dr. Breslin will give a presentation or field questions.
- c. Task: SPASC members to suggest Breslin meeting ideas.
- d. At approximately 10:00 am, Donna received a phone call from President Swarthout and was given an update on Dr. Breslin's visit.
 - i. Dr. Breslin will arrive in Phoenix on Wednesday, October 15th and must depart before, or by, noon on Thursday, October 16th to catch her flight.
 - ii. Donna suggested that perhaps a Wednesday evening dinner with the DGB could be arranged.
 - iii. SPASC could have a Thursday morning meeting with Dr. Breslin.
 - iv. Faculty Association and CASO would meet with Dr. Breslin before her departure.

VII. Parking Lot solution

- a. Current solution allows anyone to submit comments via the website or JICS. The moderator must manually synchronize the information by cutting and pasting submissions from the public web to the JICS forum. SPASC members thought the process was too labor intensive.
- b. Eric Bishop showed SPASC members a modified version of his WordPress blog solution. The solution has been made more user friendly and eliminates the need for the moderator to transfer information. It also provides the moderator e-mail notifications to approve new submissions.
- c. John agreed that a similar solution could be created using Drupal.

- d. Pat moved that a Drupal Parking Lot solution be created and utilized instead of JICS; Claude seconded. The motion passed unanimously.
 - i. John will discuss the Drupal Parking Lot with Ann and determine a completion timeline that will be reported to SPASC.
 - ii. John will meet with Eric Bishop next week and give him access so that he can begin creating the Drupal Parking Lot.

VIII. Data work session

- a. Criterion team leaders went through original data requests and noted which ones were completed or outstanding.
 - i. Criterion 1 made no data requests
 - ii. Criterion 2: Eric Bishop went through his list of requested data item by item.
- b. Completed data items were examined and outstanding items were noted by Eric Bishop and Nettie. Nettie expressed concern that needed data would not be available in time for the SPASC workshops. Donna stressed that the teams must have the information in a timely manner so that work on the self study can proceed as planned. Donna also cautioned members that failure to adhere to the accreditation schedule could result in action by the HLC.
- c. Data work session ended after completion of Criterion 2 due to meeting time constraints. Donna and Eric B. are to contact chairs and examine status of data requests and have the results by next meeting.

IX. Other

- a. Task: Invite Jake Hinton to next SPASC meeting to discuss student representation.
- b. Task: Send follow-up e-mail to criterion teams clarifying format and scope of upcoming workshops.
- c. Task: Schedule meeting between DGB and Dr. Breslin.
- d. Task: Notify Faculty Association and CASO of Dr. Breslin meeting schedule.
- e. Item for next meeting: Website Resource Room search feature.

Pat moved to adjourn; second by Eric Henderson.
Meeting adjourned.

Next meeting: Friday, October 3, 8:30am-10:30am, Audio