Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
11-21-08

In attendance: Donna Ashcraft, Eric Henderson, Blaine Hatch, Jeanne Swarthout, Mary Mathias,
John Velat, Mark Vest, Eric Bishop, Cindy Hildebrand, Ann Hess, Michael Lawson,
Russell Dickerson (recorder)
I. Approval of 10-03-08 Minutes a. Jeanne moved to approve; second by Blaine.
b. 10-03-08 SPASC minutes approved unanimously.

II. Subcommittee reports a. Criterion 1: Team reported to the District Governing Board (DGB) at the October meeting. Members have attended each core component workshop and have made some progress. The biggest challenge has been scheduling time between workshops to continue work.
b. Criterion 2: Team reported to the DGB at the November meeting. The team is working on 2d.
c. Criterion 3: There has been good team member attendance at the component workshops. The team has drafts of 3b and 3c and will work on 3d at today's workshop.
d. Criterion 4: Donna reported that the team has turned in 2 core components. The team continues to work on assessment.
e. Criterion 5: three core components have been turned in.
f. Assessment Academy: submitted a report in October. General Education learning outcomes should be ready for the next Instructional Council meeting.
g. Data: the team is working on a data request on tutoring for criterion 3.
h. Communications: team has not met since last meeting. The pizza theme used at the DGB meetings is working well.
i. Student Focus: group is focused on thinking of good ways to find out if NPC is meeting student needs.

III. Recession Plan a. Tier 1 will be implemented in January 2009. i. Carpooling, vanpooling to college events and virtual meetings will be used to reduce travel costs.
ii. College payroll will shift to direct deposit. Those employees without direct deposit will have their checks mailed to their home address. Checks will no longer be available for pick-up at campus offices.
iii. Other cost saving ideas are welcome and should be posted on the JICS main page by following the "I have an idea!" link.

IV. Request for change to offer online degrees a. HLC change request for online degrees discussed by Jeanne, Mark, Donna and Eric Bishop. i. Students are to be surveyed on NPC offering online degrees.

b. A list of possible survey questions was presented to SPASC members.

1. Currently, NPC doesn't have any online degrees in place.
Title III i. NPC is supposed to have 3 online degrees in place by the end of the grant period.

c. What should NPC do with the change request? i. Possible online offerings include Library Media Technology and AGEC courses.
ii. Problems: there are currently no online course development procedures or an online course review process in place. 1. It's not realistic to ask faculty to create online courses without protocols addressing compensation, course development or course review.

iii. Task:Eric Henderson is to forward Internet Guidance Committee materials to Michael Lawson.
iv. John Velat will meet with the Instructional Technology (IT) subcommittee next week.
v. President Swarthout's inclination is to pull the request for lack of online programs. 1. A decision needs to be made by early January.
2. Task:Jeanne and Russell to look at programs to see which ones NPC is close to offering online.

vi. Task:get recommendations from faculty and IT subcommittee to make decision by early January.
vii. Task:Eric Bishop to forward list of online program survey questions to the IT subcommittee.


V. Effective use of charts and graphs a. Question: how do the HLC team members want data presented?
b. Visual aids needed to present data and analysis quickly, and in meaningful ways.
c. Kristin Williams identified as a good person to make graphs and charts. Blaine offered his assistance in creating visual aids.
d. Criterion teams need to identify the most important things they learned from the study and find ways to visually represent their findings.
e. The criterion teams that have completed their core components will use the final workshop to focus on graphs and charts.

VI. Data: what is still missing? a. Criterion 3: waiting on tutoring information and faculty degree information from a couple of divisions.
b. Criterion 2: during the meeting, Mark noticed that dual and NAVIT FTSE enrollment numbers are wrong. i. Clearly, there have been data quality control issues.
ii. Criterion teams will need to review, correct and update their reports.
iii. Criterion 2 is still waiting on information from Human Resources.

c. Criterion 4: lack of data resolved by forming recommendations to collect information in the future.

VII. Other a. Student learning outcomes for programs i. Outcomes should be simple and concise.
ii. Every program needs to have outcomes.
iii. General education, for example, has 5 or 6 learning outcomes.
iv. Task: Eric Henderson to distribute program lists to the deans and the Faculty Association President by email.