

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)

02-06-09

In attendance: Donna Ashcraft, Trudy Bender, Eric Bishop, Pat Canary, Russell Dickerson, Blaine Hatch, Eric Henderson, Ann Hess, Cindy Hildebrand, Michael Lawson, Mary Mathias, Jeanne Swarthout, John Velat, Mark Vest, Hallie Lucas (recorder)

Guests: Harold Hoover, Red Stevens, MiAnna Tyler

I. Approval of 12-19-08 Minutes

- a. Blaine moved to approve; second by Pat.
- b. Discussion: Michael had a question regarding the wording of 6-A-3. He indicated that it does not reflect the same wording as the e-mail Donna Ashcraft sent to him on the 12-19-08. The e-mail wording was "John Velat made the motion that we go forward with a survey of online degree offerings that includes a broad distribution, to be designed with input from the executive team and faculty members through the faculty association (to be presented at the 01/09/09 NPCFA meeting after Convocation).
- c. In light of the discussion, Blaine withdrew his motion; Pat withdrew his second.
- d. Eric H. moved to approve the minutes as amended with this change to 6-A-3; second by Mary.
- e. Cindy, Russell and Jeanne abstained; motion passed with a majority vote.

II. Subcommittee Reports

- a. Criterion 1: Team turned in their last information to Donna.
- b. Criterion 2: The group has not met.
- c. Criterion 3: The team does not have a report.
- d. Criterion 4: The group has not met; however, they gave a great NPC Board report in January. The board enjoyed a rap tune that Leslie made up for the presentation!
- e. Criterion 5: The team does not have a report; however, they will report to the NPC board on 02-17-09.
- f. Data: The team does not have a report. Last week Cindy addressed a request for data. Jeanne noted that we signed an agreement with Eva Hutchner to do some institutional research consulting starting right away. The primary tasks include assisting with a good position description and helping us set up a dash board system for our routine federal and state reports to be run automatically. From there, we will move routine internal reports to a dash board system, as well.
- g. Communications: The team has not met since the last meeting.
- h. Assessment Academy: The team met via phone conference with Dr. Kirsten Neukam (new mentor for the Assessment Academy project). The discussion involved assessment of the critical writing component of the general education program. Dr. Neukam's main advice was to continue working on it and to do what we think will work. We are shifting towards using some embedded measures, which are already being collected, as a part of course assessment. Eric H.

is looking at term paper rubric scores and student completion of general education coursework, and he will meet with Humanities today regarding possibly using their existing curriculum in a broader way. Eric B. and Eric H. will meet regularly during the Spring semester, as stated in the 12-19-09 minutes.

i. Student Focus: The team has not met since the last meeting.

III. Resource Room, Physical Setup and Logistics for the October Accreditation Visit

- a. MiAnna Tyler, Trudy Bender, Harold Hoover and Red Stevens have joined us for this discussion.
- b. MiAnna regularly uses the room for GED testing, NPC Board meetings, and fitness classes, and she is concerned about the lack of access for an extended period of time.
- c. Jeanne noted that the designated room is a separate entity, has a small kitchen facility, is big enough, can be separately locked down and is located in Holbrook near the central functions of the college.
- d. Trudy needs a place for her paper documents and feels that she can set up her files in two days.
- e. Accommodations needed for the room include:
 - i. Six good work stations (Internet access, laptops, central printer).
 - ii. Copy machine.
 - iii. One phone system.
 - iv. Keyed so that the only access to the room will be the team.
 - v. Central workspace in the middle of the room (tables and work stations).
 - vi. Tables or files on the outside.
 - vii. Grouped paper documents around the edges.
 - viii. Self-study on flash drives.
 - ix. Small shredder.
 - x. Snacks and drinks.
- f. Timing plans include:
 - i. Red reported that he has eight Internet connections, two analog connections for the fax and four digital connections for the copier, printer, and phones. He has many cables ready to go.
 - ii. Jeanne stated that polycom meeting access must be made available.
 - iii. Task: MiAnna and David will provide tables (no desks needed).
 - iv. MiAnna can continue using that room until through 10-09-09. Preparation of the room will begin 10-12-09. The team leaves on 10-28-09 and we will clear the room out as soon as possible.
 - v. The research team is not in charge of booking hotel rooms, scheduling runners and drivers, and creating gift baskets.
 - vi. Jeanne gave an overview of the time the team will be here. She noted that, at the exit interview, we cannot ask any questions.
 - vii. Trudy wants to be present when the furniture is being set up.
 - viii. ADA should be alerted for the possibility of team member needs.

IV. Composition of the HLC Team During our October Visit

- a. We received our preliminary six-member team recommendation from the commission.
 - i. We check for conflicts of interest (performed by SPASC and the Deans) and can refuse a team member if conflicts are found. We then notify the commission either way.
 - ii. The commission then goes to team members to check for conflict of interest. If there is no conflict, the team will be locked down.
 - iii. All recommended members come from small/rural institutions.

- iv. We requested team members with specific expertise (Institutional Research and Online Learning) so that they can assist us in areas where we feel we need commission assistance. The team has done a good job in accommodating our request.
 - v. Jeanne will notify us when the specific team members are locked down.
- V. Clarification of Roles for Advisory Members
 - a. John Velat and Ann Hess are advisory members.
 - b. Roles of advisory members are to provide input and advice.
 - i. These roles do not include voting or motion rights.
 - c. Soon, Jeanne will also be an advisory member.
- VI. Revising the Time Frame for Revisions to the Strategic Plan
 - a. The revisions to the strategic plan, originally set for presentation to the NPC Board in the spring, will be postponed until the first board meeting in August.
- VII. Ideas for NPC and Associated E-mails
 - a. Ann noted that most e-mails from the website are currently going to Mark, and other people need to be involved in the process. How do you want this to happen? Categories for this group include:
 - i. Here's an Idea for NPC – (New designee is Jeanne)
 - ii. Ideas for Going Green – (New designees are Ernie and Trudy)
 - iii. Comments About NPC's Accreditation Visit – (New designees are Donna and Eric B.)
 - b. E-mails will first go to the designated person. They can delete inappropriate content and then post it in Drupal to allow for interaction with the public.
 - c. Do we want to keep both the e-mail form and the moderated forum for discussion (books)? We will use both methods for Here's an Idea for NPC and Ideas for Going Green. John and Ann will work out the details.
- VIII. Status of the Recommendation from IC Regarding Request for Change (Online Degrees)
 - a. The recommendation is to pull the Request for Change (Online Degrees). Issues included:
 - i. The lack of any programs ready for an online degree program.
- IX. Self Study Draft
 - a. Donna has rough drafts on the first two chapters.
 - b. Chapters three, four and five are almost ready to go.
 - c. She will send out the first five chapters today, along with a critique sheet for feedback. Input ideas include (but are not limited to):
 - i. Formatting.
 - ii. Repetitiveness.
 - iii. Essential ideas that may have been removed.
 - d. Task: Critiques due back in two weeks. Donna will revise and send out to the entire college.
 - e. Task: Jeanne, Ann, Eric B. will meet next Tuesday at 1:00 pm conference line 7475.
- X. Post HLC Visit Celebration Planning
 - a. It is important to have a happy time to provide for closure to the accreditation visit.
 - b. Think about ideas, keeping in mind limited funds.
- XI. Other
 - a. Donna has season tickets to the 2008-2009 White Mountain Symphony Orchestra. They were presented to the Criterion Two Team who had the best self study report and were the first to submit their report. One ticket will go to Russell for all he has done for SPASC. He will remain on the team as a classified/exempt representative for SPASC.
 - b. Motion made by Pat to adjourn; second by Russell.