

Northland Pioneer College  
**Strategic Planning & Accreditation Steering Committee**  
**(S.P.A.S.C.)**  
**October 5, 2007**  
**PDCC Rm 205 9:30-10:30**

Meeting Summary

Attendees: Bill Grindstaff, Donna Ashcraft, Rose Kreher (sect?), Jeanne Swarhout, Nettie Klingler, Blaine Hatch, Pat Canary, Eric Henderson, Frank Pinnell, Trudy Bender

- 1) Jeanne reported on the District Governing Board retreat that was held yesterday. A.J. Sinqua was not able to attend and Dr. McNeille was an hour and a half late. They are preparing some makeup materials for Jeanne.
  - a) Jeanne says that the Strategic Plan submitted by SPASC, despite some tweaking of measurable outcomes, will go forward pretty much intact
  - b) The board's major response was that the plan attempts "too much."
  - c) Capitol campaign still to be resolved
    - (1) When the actual Strategic Plan that is to be acted upon at the next meeting is submitted, it will not have capitol campaign in it.
  - d) She is compiling a report that will go out to the college with the Board's responses to the draft.
- 2) Criteria Subcommittee reports:
  - a) No. 1 ? has not met
  - b) No. 2 ? Nettie reported they have had three teleconferences and have sent out an all-college survey, but response is poor to date.
  - c) No. 3 ? No meeting
  - d) No. 4 ? Waiting for approval of what they've done to date (by a quick voice vote, SPASC members unanimously approved what they have done already)
    - (1) This group is still waiting for data to be posted so they can get on with their plans.
  - e) No. 5 ? Curtis not at today's meeting. Donna does not know if they've met or not.

- f) Communications Team ? Rose is questioning how the documents should be housed on the SPASC main Share Point site.? Need an index?? Different arrangement (all materials seem to have similar names!)
  - (1) She asks that materials sent to her for posting be dated.
  - (2) Jeanne pointed out that this site is basically an electronic resource in the planning process
    - (i) When HLC team gets here we will provide self study materials on flash drives, on SPASC, as well as on a public access website that will have general college data, public reports (e.g., IPEDS in a tab format)
  - (3) All headings will be coordinated through the Resource Room (Trudy Bender, Cindy Hildebrand, + the campus librarians)
    - (i) John JC says that we are getting a new server that he suggests might be dedicated to ?Learning Services? (npc.learningsite.edu/)
      - a. Trudy, Bill and John will start immediately following the meeting on building a resource room website.
      - b. This will be a Data team project.? (John is the chair of that committee)
- 3) To coordinate efforts to date, the SPASC members who are responsible for pillars are to finish up assignments for the working draft
  - a) Members will pull out year one action plans and assign/offer them to the appropriate criterion or other college committee (e.g., ILC, College Council, etc.)
  - b) As the sub-committees report progress back to the main SPASC group, the information will be forwarded to the communication team for dissemination.
- 4) Conversation Day still undecided.
  - a) Jeanne will contact Lynn Priddy and get the date nailed down by 5 pm on Monday
- 5) Jeanne described some of the requirements we'll need for the resource room and some of what to expect from the HLC team that visits
  - a) Provide food, fridge, coffee pots, Microwave, other comforts and conveniences
  - b) Electronics set up will be Bill's responsibility
  - c) CEC will be dedicated to SPASC use only for prior weeks (how many?)

- d) Once HLC team arrives, the area will be secured for their use only.
    - (1) ETA October 2009
  - e) College needs to go back and demonstrate what we've done as a response to the last HLC visit in 1999.
  - f) Materials needed will be c.8-year sequence of:
    - (1) Catalogs, handbooks, District Governing Board minutes, committee meeting minutes
  - g) If we don't think something is important, we don't have to address it
    - (1) Those interested in the process should do web search of self-studies of other institutions as well as recent HLC self-study rulings ([www.higherlearningcommission.org](http://www.higherlearningcommission.org))
  - h) HLC team can interview faculty members, students at will.
    - (1) NPC employees may schedule visits with the team, if they like
  - i) Before the team leaves it will conduct a de-briefing with NPC folks
    - (1) This is not the final word but is a good indicator of future rulings
- 6) Other:
- a) Donna reported that she had 161 requests for T-shirts and estimates they will cost about \$1100.
  - b) Donna, Jeanne & Eric attended the Rural Community College Assn. Meeting last week in Albuquerque.
    - (1) While some helpful tips were gleaned, economic development seems to be this group's main thrust; might not be useful for NPC membership
- 7) The next meeting, Friday, October 19, will be on the audio system from 8:30 to 10:30.