

Northland Pioneer College
Strategic Planning & Accreditation Steering Committee (SPASC)
April 4, 2008
Audio Rooms

Meeting Minutes

Attendees: Eric Henderson, Eric Bishop, Leslie Collins, Ann Hess, Blaine Hatch, John Velat, Donna Ashcraft, Jeanne Swarthout, Cindy Hildebrand, Rose Kreher (sect'y), Pat Canary, Russell Dickerson, Frank Pinnell

1) Information Updates:

- a) There is a new email distribution group for all SPASC main & subcommittee members: spascsub@npc.edu
- b) HLC site visitor will be here on Monday to visit Hopi, STJ, & WRV centers. He will begin his tour Monday morning in Jeanne's office with the executive council and deans.

2) Subcommittee reports:

- a) Criterion 1: Had teleconference yesterday and find that to be the best way to arrange meetings due to member schedules. Group is working on examples of evidence with a focus at this time on 1A. They are also polishing up work on drafts for "simplifying" the subcommittee's mission for the Accreditation for Dummies challenge. The group has resorted to general email exchanges rather than use SharePoint.
- b) Criterion 2: Mark was out of town at meeting so Eric B. reported in his stead. There has not been a meeting since last month, but emails have been sent outlining the simplification challenge.
- c) Criterion 3: There has not been a meeting since last month, but emails have been sent outlining the simplification challenge, but with no response yet.
- d) Criterion 4: Challenge has been issued; group awaiting data from request they submitted a while back.
- e) Criterion 5: Eric B. reported (even though not his group). Accreditation for Dummies challenge work in progress; Curtis Casey wants to remain on Criterion 5 subcommittee, but has resigned from main SPASC group. Eric B. will be the group's liaison, but Jeanne will work with Frank Pinnell to get a new faculty member appointed to the SPASC main group in Curtis place.

- f) Data Committee: Cindy reported for the group; a teleconference is slated for this coming Tuesday; they are working on replies to requests from Criterion 2, 3, & 4. Jeanne says headway being made as Nettie sorts out previous data chaos.
 - g) Communications Committee: Ann reported that the group is due to meet (teleconference) on April 17; from work in Criterion 1 says groups may find it helpful to do one core component per page as they work on their challenges
 - i) Jeanne says she will have flip charts, hexy-stickers and file cards on hands at the pre-picnic SPASC subcommittees retreat
 - h) Commitment versus Compliance (aka: CvC Team) no report since student gathering at WMC last month.
 - i) Assessment Academy : Eric Henderson reported that the team's report to the HLC was done by deadline; it outline plans for upcoming pilot project (graduating student face to face interviews to assess critical thinking skills); At its next meeting, Shannon Newman will present a recommendation to the Instructional Council to establish a standing subcommittee on assessment.
 - i) Team members will also facilitate discussion during April 18 dialog day. CvC and Assessment Academy members will join in the event.
 - j) Donna reported on Resource Room progress. Trudy has asked that when folks send data for the RR that it always be directed to archives@npc.edu rather than to her email. She also has four secure backup locations for RR data.
 - i) Trudy would also like to have the Communications Team do some public relations announcements for the project.
 - (1) Ann will meet with Trudy to develop some plans
- 3) Plans for trip to Higher Learning Commission Annual Conference in Chicago next week
- a) Those who have gone previously are paired up with those going for the first time: Pat C. & Eric B.; Eric H. & John Velat; Jeanne with Blaine; Donna will team with Ann and Leslie.
 - i) The full conference program is now posted on the HLC site: http://www.ncahlc.org/index.php?option=com_content&task=view&id=166&Itemid=155
 - ii) New conferees will have to decide if they want to go to conference orientation or not.
 - iii) Jeanne had a tip for newbies: attend all receptions.
 - iv) Jeanne will leave for the Conference on Friday morning and meet up with the rest of the group (they arrive at 5:50 PM) in the bar Friday evening.
 - (1) Pat is sending out links to restaurant (with menus/locales, etc.--courtesy of wife, Carol) so everyone can decide on a Saturday night dinner
 - v) The Conference group is scheduled to meet with HLC liaison Mary Breslin on Monday, April 14 at 9:45 at the far end of the big reception hall

- (1) Folks should send suggested questions to ask of Breslin to Jeanne.
Possible questions posed to date:
 - (a) How much history needs to be included in the Self Study?
 - (i) How much should we reference previous Self Study Report?
 - (b) Should college stage a mock visit?
 - (c) Some type of question about change request in regard to online degrees
 - (d) How to report 'assessment' elements in self study in light of NPC membership in the Assessment Academy

- 4) Accreditation timeline was reviewed and Pat brought up the concern with doing many of the tasks over summer when faculty are gone.
 - a) Group agreed that the tasks can be pushed up or back depending on the nature of the reports/survey/data requested.
 - i) These surveys and data gathering components are part of on-going process
 - b) The last 6 months of the timeline are blank; the executive team will meet to do final task assignments.

- 5) What happens now with the Strategic Plan?
 - a) Jeanne would like to give revised plan to the DGB at its June meeting
 - i) Allow for some input from the new established Community Advisory Council that will meet for the first time on April 30.
 - ii) Executive team will review; those responsible for objectives need to revise for corrections, outcomes, additions for next year out (year 6?).
 - (1) Bring revisions to May 2 meeting to update

- 6) Wiki: John Velat demonstrated wiki template (<http://learningwebs.npc.edu/drupaled/>)
 - a) Whether or not to adopt or use JICS as platform will be discussed in executive session Monday morning.

- 7) Members voted requiring formal adoption of minutes for all forthcoming meetings:
 - a) Cindy Hildebrand motioned SPASC approve minutes at for all forthcoming meetings; Pat Canary seconded; motion passes unanimously.