

Northland Pioneer College
Strategic Planning & Accreditation Steering Committee Minutes
05/02/2008
8:30am-10:30am
Audio classroom

Members Present: Jeanne Swarthout, Mark Vest, Blaine Hatch, Eric Henderson, Pat Canary, Eric Bishop, Donna Ashcraft, Ann Hess, Cindy Hildebrand, John Velat, Russell Dickerson

1. Approval of Minutes from 04/02/2008 and 04/25/2008: President Swarthout made motion to approve minutes from the 04/04/08 SPASC meeting and the 04/25/08 SPASC Retreat. Motion seconded by Eric Henderson. Motion passes unanimously.
2. Subcommittee Reports
 - A. Criterion One report given by Blaine Hatch. Conducted teleconference meeting on 05/01/08. Meeting was productive and time was spent finalizing data request. Members had positive comments about SPASC Retreat. Members committed to devote one hour per week on assignments. Group reviewed self-study examples. Group will meet next on 06/15/08. Question raised: How/will faculty members be compensated for committee work performed this summer?
 - B. Criterion Two report given by Mark Vest. Group to meet on 05/22/08 to review data it currently has, prepare reports and put information into column format.
 - C. Criterion Three report given by Eric Henderson. Group currently refining data request. Group to meet this summer and will work on four column data format and group recommendations. Group continues to meet/work via email.
 - D. Criterion Four report given by Donna Ashcraft. Group member Leslie Collins reported that the group enjoyed the SPASC Retreat and suggested arranging another work session early in the fall semester. Group progressing on core components.
 - E. Criterion Five report given by Eric Bishop. Group member Candy Howard reported that a constituent survey has been formulated in conjunction with Criterion One. Group plans to administer the survey at a table located at the commencement reception as well as at advisory board meetings.
 - F. Communications Team report given by Ann Hess. The team thought Retreat went well and wants to have another one. Team to meet next on 05/15/08 to go over HLC conference information. Communications Team wants to make a presentation to the District Governing Board in the fall. President Swarthout, Eric Bishop and Donna Ashcraft to present an overview of SPASC activities/progress at 05/20/08 DGB meeting.
 - G. Data Team will meet via conference call on 05/06/08. Team will review data requests. Data Team to provide data directly to criterion groups. Team will

also provide groups data request status reports and notify groups of any unavailability of data.

- H. Assessment Academy report given by Eric Henderson. Work continues on student exit interview pilot project. Goal: get 20 students to go through the interview process. Plan: send out 40 letters and hope for 50% response. Each student would be (ideally) interviewed by two team members. Each student who completes the process will receive a \$50 Amazon.com gift certificate. Assessment Academy Team has not yet received any feedback from its Assessment Academy mentor.
 - I. CvC Team is looking at fall semester dates and hopes that scheduling will result in a better response. Team follow-up to occur 05/05/08.
 - J. Resource Center report given by Donna Ashcraft. Trudy Bender still needs information from NPC Foundation, DGB (minutes), Human Resources Department, Faculty Association (minutes) and IGAs. An index of DGB notes is being constructed. Question: Is NPC losing institutional memory when personnel change jobs and their computers are wiped clean?
3. Data Request and Approval Process: Criterion One
- A. SPASC main looked at list of data needed by Criterion One and identified data that would be useful to other groups. Is sorted Constellation data available and if so when?
 - B. Criterion One data list to be forwarded to Nettie Klingler.
 - C. This fall a new version of the non-returning student survey will be prepared.
4. Report on HLC Conference in Chicago
- A. Overview: Dr. Breslin clarified HLC expectations for conference attendees. Advised being familiar with HLC handbook, "Exchanges" electronic newsletter and checking the HLC webpage for policy updates.
 - B. Other tips: don't ignore facilities; take the approach of Evidence/Evaluate; get Board members informed as they will be asked questions by HLC team.
 - C. President Swarthout discussed requesting consultation for HLC site visit. Task: Think about what areas NPC may want to request consultation and discuss next meeting.
 - D. Other site visit items: HLC team will be larger than normal (five members). Team visiting NPC will probably be 6-7 members due to the many locations and distances between them. NPC is unique and our examples of evidence will not be as "traditional" as other schools. We need to show our uniqueness while demonstrating adherence to the core components.
 - E. Question raised: How do we get the general NPC population to be comfortable talking to the HLC team? To be discussed over the summer.
5. Feedback on Retreat/Picnic
- A. Group members thought the retreat time was productive and would like to do it again. Good feedback received about the NPC picnic.

6. Sharepoint transition to JICS or CMS

- A. Trudy Bender does not want to change to JICS because of an error that prevents uploading of documents.
- B. Options (if JICS is not used): wait for the CMS or stick with Sharepoint. President Swarthout thinks SPASC should stick with Sharepoint.
- C. Ann Hess reported that a firm is generating a (two phase) proposal to make our current page more navigable and then to redesign the webpage that would include a link to mynpc for people that have an established relationship with the college.

7. Work on Strategic Plan

- A. It was decided that each group should individually go through and identify completed items, devise timelines, etc. Task: Individual strategic plan revisions, updates to be sent to SPASC by May 16th.
- B. Community Advisory Board input: President Swarthout reported that of 22 parties invited only 9 attended. Observations: A large number of attendees do not know what the college does. Conclusions: NPC must be better at getting information out to stakeholders and must focus on how NPC presents itself to the public.
- C. Missing items: “green” language into master facilities plan; updated college-wide input. Task: Quickly come up with an electronic suggestion box on the webpage located by the Strategic Plan link.

8. Other

- A. How will faculty be compensated for Strategic Plan work done over the summer? President Swarthout directed individual teams to send compensation proposals to Eric Henderson for evaluation.

Meeting adjourned.

Next meeting: Friday May 16, 8:30am-10:30am.