

Improve Service Delivery

Insure Student Learning

Emphasize Institution-wide accountability

**Northland Pioneer College
College Planning Committee
September 27, 2004
District Office**

Meeting Summary

Attendees: Lee Sweetman, Laurie Winder, Penny Fairman, Heidi Fulcher, Eric Henderson, Brenda Manthei, Sherry French, Chuck Kermes, David Kebler, Jeanne Swarthout, Mark Vest, Everett Robinson, Bob Parnell, Brian McLane, Rich Balsley, John Harding-Chapin, Blaine Hatch, Peggy Belknap, Rose Kreher

Dr. Fleming addressed the College Planning Committee (CPC) on its basic mission which is to make recommendations for the new strategic plan. The previous plan, *Northland Pioneer College Shared Vision and Strategic Plan 1999-2005*, is no longer viable. Many of its goals have been accomplished, others have been rendered inappropriate.

- The new plan should be something workable, which will be, said Dr. Fleming, “Not something huge you put on the shelf.”
- This plan will then be put on a 2-year review schedule for tweaking, updating, etc.

To aid in the development of the plan, Rich and various other NPC administrators will be conducting information-gathering visits to the campuses and centers for the next month. They will visit with major community stakeholders in each area, and listen to the needs and goals expressed by these persons.

- This information and the recommendations of the CPC, as well as budget plans will be woven together to form the new document.

Jim Boblett and Jane Hobart-Kahler talked to the group to promote team training, and asked if they could work with the CPC to make it a more effective team.

- A lively discussion ensued
- Jeanne will send out the committee team’s reply inviting Jim/Jane to observe the CPC for the major portion of the meeting, and then dedicate the final 10 minutes to outlining areas where the group functioned well as a team and areas in need of improvement.
- The team also wanted to have the J/Js provide them with specifics of team building such as what is the goal of team building; what kinds of team models are available; what specific tools and procedures can be used to enhance team development.

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- The group felt that team building should be a two-way street, and that by inviting the J/Js to the meeting mutual respect and trust might be developed between the facilitators and the CPC, in addition to improving team skills.

In planning for the coming year, the team reasserted the worth of having an ad hoc team to develop a technology philosophy for the college. Such a team had been suggested last year, but a group was not convened.

- Jeanne will coordinate setting up this year's group
- The membership of the team was reduced, and will consist of: Brian McLane, John Chapin-Harding, Cindy Hildebrand, David Kebler and two additional faculty members from the other Divisions, and a community leader with tech savvy (Delwin Melvyn's name has been suggested).

Another CPC subgroup was developed to address Operational Plan Priority No. 3 ("improving the quality of internal service").

- The subgroup members are: Penny Fairman (designated subgroup leader), Sherry French, Blaine Hatch, Rose Kreher, Lee Sweetman, Mark Vest, Laurie Winder
- Using suggestions gleaned from five different Convocation Focus Groups the subgroup mission will be to develop a "brief" (as in not 10-pages long) concise (as in bulleted) proposal with ways of improving the quality of internal service.

Priority No. 2 which has a two-fold mission of improving the assessment and evaluation of student learning and establishing district-wide learning standards will be the main concern of the next general CPC meeting.

- CPC members should review Focus group #7 results and bring ideas/suggestions on addressing these objectives to the next meeting. Additionally, each member, whether directly involved in an instructional area or not, should bring a statement of how he/she, as an individual, impacts or could impact these areas.

The suggestion was made that the minutes of the CPC meetings be emailed to all NPC employees so that staff can stay involved in the efforts of the CPC to help the college achieve its mission and develop a new strategic plan. Additionally, a "progress" report on CPC strategies and actions will be presented at the January 28, 2005 all-college convocation.

Here is a list of this year's representatives to the College Planning Committee: **Rich Balsley** (Institutional Planning & Research, DO), **Peggy Belknap** (Director of Business & Community Services, CEC), **John Chapin-Harding** (Web Content Specialist, DO), **Penny Fairman** (Director of Nursing, WMC), **Sherry French** (Associate Librarian, WMC), **Heidi Fulcher** (Director, Developmental Services, LCC), **Blaine Hatch** (VP for Administrative Services, DO), **Eric Henderson** (Dean of Liberal Arts, PDC), **Dave Kebler** (Faculty member, PDC), **Chuck Kermes** (Dean, Business & Technology, WMC), **Rose Kreher** (CASO representative, DO),

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Brenda Manthei (Dean, Science/Math, LCC); **Brian McLane** (Dean/Information Services, PDC); **Bob Parnell** (Apache County Coordinator, St. Johns); **Everett Robinson** (Director of Marketing/Public Relations, DO); **Jeanne Swarthout** (VP for Instructional Services, DO); **Lee Sweetman** (Faculty member, WMC); **Mark Vest** (Dean of Student Services, WMC); **Laurie Winder** (Coordinator/Disability Resource & Access, WMC).