

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
January 18, 2013

Members in attendance: Peggy Belknap, John Bremer, Paul Clark, Blaine Hatch, Kenneth Keith, Jeannie McCabe, Debra Myers, Ryan Rademacher, Mark Vest, Leslie Wasson

Advisory members in attendance: Trudy Bender, Ann Hess, Cindy Hildebrand, Jeanne Swarthout

Guests: Sharon Hokanson, Colleen Readel (recorder)

- I. Approval of Minutes from 12/7/2012
 - a. Motion to approve by Ryan Rademacher; second by John Bremer
 - i. Peggy Belknap abstained
 1. Approved by majority vote
- II. Discussion: Accreditation activities for 2013
 - a. Planning based on our timeline obligations (Open Pathways)
 - i. Jeanne –We have a tight timeline to get our concept of the ePortfolio moving. We don't have a lot of time left, we need to get moving.
 1. Where are we on the ePortfolio Team? We need to get together with the team.
 - b. Status of Portfolio Content Group
 - i. Leslie has several of the CTE's lists of reports that they submit each year that she can cross reference with the criteria, but she still needs similar lists from other areas.
 - ii. Jeanne – Page 7 of Open Pathway shows what we must have.
 1. We went into year one in September or the first year of our open pathway schedule.
 2. We will get waived for the 4-year review of our file this year.
 3. Leslie asked if we will still get a review and get feedback so we know if we are doing a good job.
 - a. Jeanne stated we can ask our new liaison for that.
 - b. Ryan asked who the new liaison is.
 - i. Andrew Lootens White is our new liaison. He is not very familiar with us. He is very overwhelmed right now.
 4. HLC is planning on posting team reports on their public website for each college in the near future. It is in our best interest to do well.
 5. There are a number of sessions at the annual meeting that cover the portfolio and the project. Our project initiative should be filed in years 5 & 6 which is next year or the year after, preferable next year.

- a. We have 12-15 suggestions from the college for our initiative. The strongest project suggestions are to start working and benchmarking on student completion and retention given our enrollment situation. We could also use the high school project. We could also reach across district boundaries and do a retention/completion/enrollment project or any of the high school projects with another community college district. Depending on which project we choose we could reach out to either Cochise, Coconino or Mohave.
 - i. Leslie added that timing would be important as they will be working on their own quality project as well.
 - b. Question if the retreat in March will help us focus.
 - i. Jeanne stated that it's possible but that focus will be pretty specific.
 - ii. Jeannie asked if we have a timeline to decide what projects we are going to be working on.
 - 1. Jeanne's thought is first of January 2014 we need to be ready to write or submit a proposal to say this is our project, but still open to ideas. That gives us six months to get a proposal through the commission and come in the first year rather than drag it out into the second year. The commission does have to approve it.
 - iii. Jeannie asked if we could have a formal report from the Portfolio Content group by our next meeting.
 - 1. Leslie stated they could have it by the last meeting in February.
 - 2. Jeanne asked Mark if they could look at the project suggestions that are in place, the list of quality initiatives and then this group could pick the top 4.
 - 3. February 15th is the last meeting for SPASC in February.
 - 4. **WE CAN'T DRAG OUR FEET ANYMORE!**
- III. Discussion: April 2013 HLC Annual Meeting
- a. We reserved 8 rooms at the Hyatt already.
 - b. Jeanne has a preliminary list of who should go.
 - i. Jeanne, Mark, Leslie, Blaine, Rickey, Jake, Eric Bishop, Brian Burson, Ryan Jones, Ryan Rademacher
 - 1. Burson and Jones are listed because of Park Initiative (English and Math)

- ii. Different people may need to go in at different times because of activities to attend.
 - iii. Dates of Annual Meeting are April 5-9, 2013.
 - c. Jeanne would like fair attendance at:
 - i. Creating Your Quality Initiative in the Open Pathway
 - 1. Anything that focuses on that is special clinics or regular sessions, quality initiative or building a portfolio we need at least a couple people attending.
 - d. Ryan asked when the final decision would be made.
 - i. Jeanne said it will be made very shortly due to making flight arrangements, etc.
 - e. Jeanne asked Blaine if there were any financial sessions that he would need to attend.
 - i. He has not seen any at first glance.
 - f. Jeanne stated in the next two weeks a decision will be made as to who will be attending.
- IV. Other
 - a. Jeannie asked if there were any other agenda topics.
 - i. Jeanne would encourage folks on this crew to look at the HLC criteria to do a review periodically of the criteria and components since they are new. Also she encourages this group to monitor the HLC site. Watch the institutional actions committee to see the way the commission is going. There are new policy statements open for comment on transparency from the commission. They will be posting team reports to the site.
- V. Adjourn
 - a. Motion to adjourn by Ryan Rademacher; second by Peggy Belknap
 - i. Unanimously approved