

Northland Pioneer College  
Strategic Planning and Accreditation Steering Committee (SPASC)  
03-20-09

Members in attendance: Donna Ashcraft, Eric Bishop, Pat Canary, Russell Dickerson, Blaine Hatch,  
Eric Henderson, Michael Lawson, Mark Vest

Advisory members in attendance: Ann Hess, Jeanne Swarthout

Guests: Trudy Bender, Hallie Lucas (recorder)

I. Approval of 03-06-09 Minutes

- a. Blaine moved to approve the minutes; second by Eric H.
  - i. Unanimously passed.

II. Subcommittee Reports.

- a. Criterion 1: No report.
- b. Criterion 2: No report.
- c. Criterion 3: No report.
- d. Criterion 4: The team has not met.
- e. Criterion 5: No report.
- f. Data: No report.
- g. Communications: The team has not met.
- h. Assessment Academy: They met this week and are preparing for Dialog Day 04-03-09 at SCC. The Assessment Academy report to the Higher Learning Commission (HLC) is due on 04-15-09.
- i. Student Focus: There was discussion regarding using the HLC pamphlet as a tool to inform people about the accreditation process.
  - i. We will need to get the 2007 edition (cost \$1.50 each).
  - ii. Dr. Canary reported that Mary Mathias has spoken to the Dr. Michael Lawson, President of the Faculty Association. Michael and Mary agreed that she will speak to the Faculty Association, at their next month's meeting, to tell them about the idea of using the HLC pamphlets and seek their input.
  - iii. The Faculty Association may contribute to the purchase.

III. Report to the District Governing Board (DGB) on 03-17-09

- a. Donna and Eric B. informed them of what we've done, so far, since the last report to them in December.
- b. An update was given on what the Sub Criterion Teams are doing.
- c. The DGB was informed of April HLC visit to Chicago.

- d. Our efforts, from the last SPASC Meeting, to review each goal of the Strategic Plan, were explained.
- IV. Discussion of Preparing the Public Notice for our Accreditation Visit
- a. Ann Hess has a printout from the HLC which outlines the public notification process.
    - i. Identify public constituencies/appropriate vehicle of placing notice:
      - 1. Students--prospective, current, and former students/alumni (newspaper and radio).
      - 2. Financial supporters--taxpayers, parents, general donors, churches, denominations (newspaper).
      - 3. The local community--government, civic groups, religious community, neighbors, area businesses (newspaper and radio).
      - 4. Elementary/secondary schools, other postsecondary institutions (newspaper and radio). Special letters generated by NPC Marketing and signed by Jeanne will be sent to town councils, Board of Supervisors, K-12 superintendents, NAVIT, Apache County Higher Ed., president of colleges – Dine' and Coconino and the chair of our three service area tribes/higher ed. leader.
      - 5. State or national community--state government, sponsoring corporations. Special letters will go to Legislators Konopnicki, Allen, Hale, Brown, and Christopher Deschene.
      - 6. Others--contractual partners, employers of graduates, parties to articulation agreements, etc.
      - 7. Notice will also be placed on the NPC Public Website at the same time our first notice goes out.
    - ii. Publish Disclosure Notices:
      - 1. HLC provides standard notices that we will use as a guideline.
    - iii. Public Notices:
      - 1. Notices should be published two to four months before the visit.
      - 2. Ann recommends August, and notices will be run one time in August and one time in September.
      - 3. Comments must be submitted in letter form (not E-mail).
    - iv. Forward copies of the notice(s) to Karen Solinski, Assistant Director for Legal and Governmental Affairs, who is coordinating the third party comment process, as soon as the notices are published; (no later than one month before the visit).
    - v. Place copies of the publications in the team resource room.
      - 1. We will need to get a copy of all the newspapers, etc. where the ad appears.
    - vi. Review written comments forwarded to the institution and the team.
      - 1. The SPACS committee will review the public comments.
    - vii. Be prepared to discuss the third party comment process with the on-site team.
- V. Student Focus Group Discussion
- a. SGA has been asked to help and they could open each event with a little blurb.
  - b. During early Fall, there could be a couple of student focus groups set up to discuss the Virtual Bookstore.
  - c. Handouts/posters could be put up during registration. Also, some type of gift or even a piece of pizza could be given to students who fill out a survey (SGA might help).

- d. Mark and Jeanne will do Community Outreach/Student Focus groups this Spring for Kayenta, Heber and Whiteriver.
  - e. Commencement day is probably not the appropriate time to ask students to fill out a survey.
  - f. It is important to document the things that we do to get the students involved.
- VI. Communication Within the College Regarding the Self Study and Accreditation
- a. What do we want to do internally to get people ready for accreditation?
    - i. Pamphlets/posters/E-mail (cover adjunct faculty and students, too)
    - ii. We can focus heavily on accreditation at the Fall Convocation.
    - iii. Adjunct faculty forum.
    - iv. Division meetings.
    - v. New faculty orientation.
    - vi. CASO (retreat would be a good time).
    - vii. Faculty Association.
    - viii. All College Forums.
    - ix. College Jeopardy (electronic version – give prizes)
    - x. Eagle Briefs.
    - xi. Potlucks.
    - xii. The Communications Team will work on ideas.
    - xiii. We need to create a sense of what goes on during accreditation and make sure everyone is familiar with the Self Study, so that if they are asked questions during accreditation, they will feel confident and comfortable. If an employee does not know the answer to a question, they can always defer to their supervisor.
- VII. Consulting Assistance
- a. Cindy Hildebrand and Bobette Welch will go through the Self Study with a fine tooth comb.
  - b. Betsy Ann Wilson, NPC's Grant Writer, has been hired to look at the Self Study from an outside perspective.
  - c. Layout is being discussed with Ann Hess. (Divider pages will have some student narratives - one or two lines of text and pictures. There are several narratives already on the NPC Website.)
  - d. Kristen Williams will help with graphics (on the side). She's putting everything into Word.
- VIII. HLC Resource Room and Treasure Hunt – Invited Guest Trudy Bender
- a. There was discussion regarding missing information and possibly having a "Treasure Hunt" with rewards for those who find the needed information.
  - b. Trudy Bender will get a list to Eric B. and Donna of the needed documents which includes:
    - i. Lease IGA with Navajo Tribe or Kayenta School District.
    - ii. Community Outreach/Student Focus Meeting Minutes are needed for 2006-2007, 2007-2008, 2008-2009. Center Managers took minutes. (Kayenta, Whiteriver, and Heber meetings are currently being scheduled).
    - iii. Archives E-mail should automatically be added distribution lists for all reports/minutes/etc. including advisory committee reports, financial aid reports, financial reports.
    - iv. If one report supersedes another report, please let Trudy know.
    - v. Indexing has been done for approximately eight years for the DGB Minutes; however, it is not connected to the HLC site, and there is not a button anywhere that says "index to

the minutes". Currently, Everett posts the minutes, but they are not in a format that can be indexed.

1. Task: Russell will send the minutes to Trudy in Word format (E-mail Archives). Trudy will convert it to OCR PDF. She will receive permission to post, and Eric B. and John Velat will give Trudy training on how to post.
  - vi. Dates are needed on all documents.
  - vii. If studies are submitted, include where the data came from and specifics regarding the information.
  - c. NPC has a reporting calendar (what needs to be done and when it needs to be done), and those who it affects have access to it.
  - d. People who submit information need to take responsibility to look at the Website and make sure they send the most current document.
  - e. Date should also be in the document filename.
  - f. Task: Trudy will send Jeanne an E-mail that lists everything that needs to be done when people submit information.
  - g. Ann sent a binder to Trudy that has a good sampling of the types of things the NPC Marketing Department produces. Task: Trudy will place an identifier on the front of the binder.
  - h. Mark noted that Kenny Keith has volunteered the Professional Development Subcommittee of the Instructional Leadership Council (ILC) to give a regular report to Trudy regarding professional development.
    - i. Professional development documents currently on the Website will be replaced with this new report.
    - ii. Mark mentioned that Michael may want to speak with Kenny regarding receiving a copy of the submitted report, and Michael noted that he would be happy to.
    - iii. Operational guidelines for making professional development will be presented to the ILC. Michael would like the faculty association in be able to give input.
  - i. Trudy will spend her Spring Break transforming the HLC site.
    - i. Task: Trudy will contact John Velat to find out when he will move information to a different server so that it does not conflict with her work during that week.
- IX. Other
- a. We will discuss new HLC policies at our next meeting.
    - i. Many changes won't affect us.
  - b. Motion made by Pat to adjourn; second by Russell.
    - i. Unanimously approved.