

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
March 5, 2013

Members in attendance: Eric Bishop, John Bremer, Paul Clark, Jeannie McCabe (co-chair), Ryan Rademacher, Mark Vest

Advisory members in attendance: Trudy Bender, Ann Hess, Leslie Wasson (co-chair)

Guests: Colleen Readel (recorder)

- I. Approval of Minutes from 3/15/2013
 - a. Motion to approve by Ryan Rademacher; second by Mark Vest
 - i. Unanimously approved
- II. Discussion: HLC Criteria Summaries (Pillar chairs nominate teams to Dr. Swarthout, who formally invites)
 - a. A request out from Dr. Swarthout for members of the Pillar Teams who are not on other sub-committees or SPASC to summarize the basic HLC criteria and present the summaries to the college at Fall convocation. The summaries will be easier for us to understand and discuss in our words than to read the actual criteria from the HLC.
 - b. If you're not on the Portfolio Group looking for evidence for the criteria, please consider volunteering yourself to summarize one of the five HLC criteria. It's not a lot of work and it doesn't have to be done right away but it will be extremely important to have those five criteria in our words to share with the rest of the college at the Fall convocation.
 - i. Mark had in his notes: two person teams and people who are not on SPASC.
 1. Leslie – Correct, people who are not on SPASC but who are on the Pillar Teams.
 2. Mark only has two on team that are not on SPASC.
 3. Eric stated we have six Pillars and only five criteria.
 4. Leslie added that one Pillar only has three people so they've already narrowed it down. So if you have some extra people and you can ask them if they would serve in this capacity, those nominations go directly to Dr. Swarthout and she will issue formal invitation to those people.
 5. If you know someone on SPASC who is not on a Pillar team go ahead and nominate them too please.
 6. We did the summary with the pieces of the Open Pathway process and it was very effective for this group and we've been asked to reprise that at Fall convocation, but it's easier to understand the Open Pathway if have the context of the five criteria already. So we'll have the five

criteria presented first, then come back and do the Open Pathway summaries.

- c. Is there any discussion beyond this?
 - i. Mark discussed this with Ann Hess and she is not one of the nominees because she is on SPASC.
 - 1. Ann suggested bookmarks that we used during the last accreditation process.
 - a. Criterion bookmarks
 - b. Leslie stated that is a great idea – bookmarks, wallet cards or wall posters. Anything that would help raise consciousness broadly across the campuses and centers would be really helpful.
 - c. Ann asked Leslie to give her some copy on what she would like.
 - 2. Eric stated there were two different ones we had last time:
 - a. Official HLC bookmarks
 - i. Not sure if they are ready yet – they will check at the HLC conference.
 - b. NPC created “Accreditation for Dummies” bookmark
 - 3. Leslie and Ann will put their heads together.
 - d. Leslie asked if there was anything else regarding Item II.
 - i. There were no other items.
- III. Update: HLC Multi-site Visit & HLC Conference Plans
 - a. Reminder – April 22 & 23, Monday and Tuesday – HLC multi-site visitor
 - i. Itinerary set
 - 1. If you’re involved you’ve probably been notified.
 - 2. Everyone else probably won’t get involved – this is just an FYI that they will be in the area.
 - 3. We will get a report back shortly after the visit.
- IV. Update: Portfolio Content Subcommittee
 - a. Met prior to Spring Break.
 - b. Running start on what would be best evidence for the HLC criteria.
 - c. Leslie has asked for those reports to be back end of April.
 - d. We should know fairly soon what we’re going to use for the official exhibits for HLC for the coming year and start gathering information and then building our narrative.
 - e. Thanks to the committee, it is a lot of work and they are doing a great job.
- V. Review: Short List of Quality Improvement Topics & Survey Draft
 - a. Moving forward with the list of possible Quality Initiative (QI) topics for the Open Pathway
 - b. Based on the feedback from last meeting, Leslie got more information from a couple people.

- i. Need to talk to Shannon Newman to see how she is feeling about general education.
 - 1. She asked for more time to think it over before she committed one way or the other.
 - 2. Last thing needed before posting a wide survey of topics.
 - 3. Leslie will send out to SPASC before sending it out broadly.
- c. Thanks to everyone who gave feedback on that list.
- d. Leslie expects it will be come out sometime this month. We'll be able to narrow the field of potential quality topics in the near future, by the end of this term.
- e. Any questions about that process?
 - i. Ryan – Are we hoping to go from the short list to one topic or the short list to two or three topics and then use the survey to get feedback?
 - 1. Leslie – The short list has five items on it, she is hoping to give everyone three votes and we will tally which ones have the most support that we can identify which one we might do for the quality project from that.
 - a. Then the other projects that are highly supported Leslie feels we should also consider for implementation but maybe not as our QI project.
 - b. It had been asked about a number of things as being viable as projects independently of the Open Pathway, so there is an option on the survey.
 - i. Survey will ask: do as QI and have an option to keep as future development.
 - ii. Eric – Regarding item IV with the portfolio content, when that is collected where are we going to put it and identify it?
 - 1. Leslie would like to speak with Eric about that. We won't have access yet to the HLC compendium. We're going to need a place to stash it temporarily and preferably a place where other people can look at it.
 - 2. Mark asked since we do not have access to the compendium yet, do we know what it looks like.
 - a. Yes, Leslie has pulled down all the headers so she could put it in the right format and when the time comes we can just upload in the same sequence.
 - i. They want PDF's of everything and they have a file size limit, so there may be some conversions that we need to do. She doesn't anticipate a lot of difficulty organizing material once we identify what it is that we want to gather.
 - ii. A lot of it is already in archives which is a credit to Trudy's efforts.

- f. Leslie asked if there were any other questions.
 - i. There were none.
- VI. Other
 - a. Is there any other business from this group?
 - i. There was none.
- VII. Adjourn
 - a. Motion to adjourn by Eric Bishop; second by Ryan Rademacher
 - i. Unanimously approved