

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, July 25, 2014
9:00 a.m. – 11:30 p.m.
WMC LC110

Members in Attendance: Debbie Myers, Peggy Belknap, Blaine Hatch, Eleanore Hempsey, Randy Hoskins, Gary Mack, Kenny Keith, Doug Seely (on phone)

Advisory Members in Attendance: Leslie Wasson, Jeanne Swarthout, Ann Hess, Stan Pirog

Staff in Attendance: Lisa Jayne (Recorder)

1. Approval of Minutes from June 20, 2014

Kenny Keith made a motion to approve the minutes from June 20, 2014. Debbie Myers Seconded. Motion passed unanimously.

2. SPASC Housekeeping

a. Moving Meeting Dates

August 1, 2014 meeting will be moved to August 29, 2014, and the January 2, 2015 meeting will be moved to January 30, 2015. The January meeting time and place will be decided in the fall.

b. Approval of Meeting Schedule

Peggy Belknap made a motion to approve the 2014/2015 SPASC calendar with the above changes. Blaine Hatch seconded. Motion passed unanimously.

c. Finalize SPASC Activities for Fall Semester

After much discussion it was decided that SPASC would focus on the following activities:

- A response and feedback structure for the new process
- Educate SPASC and budget managers/college on new process
- Recommend QI writing team
- Work with President's Office to define SPASC's role with QI initiative team
- Work on annual report to the Board
- Update criterion team member list and ask for reports this fall.
Criterion 1 will report September 5 and will troubleshoot the process.

Sandy Manor will replace Jake Hinton-Rivera; Charlie Perkins will replace Orina Hodgson

TASK: Peggy Belknap will talk with Charlie Perkins; Mark will talk with Sandy Manor about being on the Criterion Team and will invite them to attend the next meeting.

3. SPASC Membership and Structure

Membership Vacancies

Ann Hess will be moved to voting member for student services, and Debbie Myers will term out. Two classified/exempt staff will be appointed.

TASK: Jeanne Swarthout will ask Ina Sommers, Chair of CASO, for a recommendation for the two classified/exempt employees.

TASK: Gary Mack will find a faculty member to sit on SPASC as a proxy

TASK: Lisa Jayne will put term limits on membership list for staff not specified by position.

4. HLC Quality Initiative

HLC Quality Initiative proposal

Mark Vest reviewed the proposed HLC QI project with SPASC. President Swarthout stated she will be doing a breakout at convocation in August about faculty compensation for a joint advising model. It was decided that offering a survey asking the College to identify how their job relates to the QI could be beneficial.

It was decided that the QI Initiative proposal writing team should be maxed at 8 members. A recommendation for members early in the fall semester will be presented to the President at the August 15, 2014 SPASC meeting. Randy Hoskins and Kenny Keith will be SPASC members for QI breakouts at convocation.

Questions for Convocation Breakout:

What do you feel you do for student success?

In regards to the QI Initiative, what improvements could you make to help improve student success?

How would you like to be involved in the implementation of QI?

TASK: Mark will ask QI team member for two people to lead breakout session at convocation.

5. Strategic Planning & Budgeting

a. Proposed Dates for Annual HLC Assurance Process, Academic Year Calendar

After some discussion, *Blaine Hatch made a motion to approve the HLC Assurance Data Collecting Activities Academic Year Calendar. Peggy Belknap seconded the motion. Motion passed unanimously.*

b. SPASC Changes at Fall Convocation

Randy Hoskins and Mark Vest will present at convocation. Peggy Belknap and Ann Hess will facilitate discussion in the convocation breakout session.

6. Adjournment

Randy Hoskins made a motion to adjourn. Kenny Keith seconded. Motion passed unanimously.