

Northland Pioneer College

Strategic Planning and Accreditation Steering Committee Meeting Minutes

Friday, November 7, 2014

8:30 – 11:00 a.m.

Distance

Video II

Members in Attendance: Peggy Belknap, John Bremer, Ann Hess, Randy Hoskins, Mark Vest, Eleanor Hempsey, Gary Mack, Margaret White, Stan Pirog

Advisory Members in Attendance: Jeanne Swarthout

Staff in Attendance: Lisa Jayne (Recorder)

1. Approval of Minutes from 10/17/2014

Peggy Belknap made motion. Sandy Manor seconded. Stan Pirog abstained. The motion passed.

2. QI team report

Randy Hoskins stated the Quality Initiative Team meets every Thursday. The QI team has been reviewing software packages for use as a communication tool to help manage students, advisors, financial aid, to help communicate about student status and would be accessible throughout the NPC community. Jenzabar and Star Fish are two programs the QI Team looked at and there may be more. Also, a flow chart to show the advising process is being developed. A flyer will be created for adjunct faculty to help update them about QI. Quality Initiative name will be changed to PASS. Randy will find out what the PASS acronym means for next meeting. Next Thursday the QI Team will be watching a webinar on retention.

3. Criterion 3 Report

Jennifer Bishop presented the Criterion 3 faculty portion to SPASC and Sandy Manor presented the Criterion 3 staff portion. Recommendations were: 1) learning outcomes be marketed to all faculty, students, advisor, and adjuncts; 2) both dual enrollment faculty and adjunct faculty receive evaluations; and 3) an advising handbook be completed.

Randy Hoskins asked if there was currently any type of evaluation process for adjunct faculty. Leslie Wasson stated there was only a non-mandatory course evaluation. Gary Mack stated the math department visits dual enrollment classrooms. Randy Hoskins asked if adjuncts are required to do a self-evaluation. Peggy Belknap stated return of self-evaluation is low for adjuncts. Randy Hoskins stated he felt certain an advising handbook will be completed in the QI project. Peggy Belknap stated dual enrollment instructor and advisors are invited to the CTE annual meeting to discuss issues, and that Arts and Science adjuncts are invited to an evening forum to share information.

Jeanne Swarhout stated for spring convocation administration could host two convocations, one in the morning and one in late afternoon/evening that would include adjuncts, dual enrollment faculty, and K-12 personnel.

4. Operations Planning

SPASC reviewed the Strategic Planning Flowchart and discussed training of budget managers.

- a. Timeframes for training:
 - i. Wednesday November 19th 1 to 3 in Audio Classroom
 - ii. Wednesday November 21st 12-2 in Audio Classroom
- b. Attending will be: Tracy Mancuso Friday the 21st, Sandy Manor Wed. 19th, Mark Vest not, Randy both, Gary 21st, Doug 21st, Leslie at both dates, Margaret white 19th, Ann Hess both dates, Eleanore 21st, Peggy 19th, John 19th, Stan Pirog will attend both dates. Mark will get with Eric Bishop, Blaine Hatch, and Kenny Keith on their available dates. Budget Managers will also be invited to attend. **Task:** Lisa will compile a list of attendees with campus location.
- c. Sample training session:
 - i. Strategic planning > Operational Planning> Budgeting Cycle , where we are at (Dr Wasson)
 - ii. Transition> use existing strategic plan introduce new forms for Operational Plan & Initiative & priority work sheet (Blaine & Ann)
 - iii. Walk through example of Peggy's completed sample. Ask for examples from managers. Provide help if needed
 - iv. Shut off mics and spend 20 minutes for everyone to work through their department
 - v. Review and talk through process as a group
 - vi. Ask Budget Managers to fill out priorities work sheet for SPASC review on 12/5/14 and 12/19/14 meetings and pillar support

5. Review/discussion of Committee member's KPI choices from other schools

Bay College example for KPIs in their strategic plan liked simplicity.

Vernon College KPI examples liked detail. Decided could be both.

CNM Higher Ed Dashboard

Minnesota Office of Higher Education

6. Next Steps/Review of Tasks

- a. Training on Wed. 19th 1 to 3, and 21st 12-2
- b. Confirm budget manager list
- c. Mark will provide budget calendar after approved by board on 11/18/14
- d. November 21st SPASC meeting will be held in CSI lab 9am to 10:30am.
Task: Doug Seely will set this up
- e. November 21st Agenda:
 - (1) lessons learned from 11/19/14 Budget Manager Training
 - (2) Invite Maderia to meeting on 21st on how budget meetings can be run
- f. **Task:** Lisa will email budget managers and invite them to training and make a list of date and location of attendance

- g. **Task:** Mark will get with Rickey Jackson, Blaine Hatch and Tamara Martin for their schedule
- h. Sandy Manor and Jennifer Bishop will make changes to the criterion report

*** Please review supporting material found on myNPC Strategic Planning page**

OUR MISSION

Northland Pioneer College creates, supports and promotes lifelong learning.