

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, February 6, 2015

8:30 a.m. – 11:00 a.m.

Video II

Members in Attendance: Mark Vest, Randy Hoskins, Margaret White, Sandy Manor, Peggy Belknap, Gary Mack, Blaine Hatch, Doug Seely, Ann Hess, Eleanore Hempsey, Tracy Mancuso as Proxy for Kenny Keith.

Advisory Members in Attendance: Leslie Wasson, Jeanne Swarthout (briefly)

Staff in Attendance: Jeremy Raisor, Lisa Jayne (Recorder)

1. Approval of Minutes from 1/16/2015

*Randy Hoskins made a motion to approve the 1/16/2015 minutes with suggested change. Doug Seely seconded. **The motion passed unanimously.***

Sandy Manor stated that on Page 3 of the minutes Kenny Keith's last name needs to be capitalized.

2. Review of Convocation Planning Breakout Summaries document – Mark Vest

Mark Vest went over the summary of the breakout sessions from convocation. After some discussion it was decided that the introductory paragraph was helpful and should remain in the document. It was also decided that "technical support" should be changed to "technology support and training."

Topics discussed: Communication to community as well as internal marketing so everyone can be connected to successes and progress; graduation was discussed as a potential opportunity to hear from students and family members about student progress and success, Mark Ford's department could film comments that could be used to market internally and externally; Gary Mack stated scheduling is a huge issue with recruitment and asked if AV dictates class schedules too much.

Task: Mark Vest will send summary out with raw information of what came out of breakouts so College can review and input. Meeting on 20th will finalize information for the Board.

President Swarthout stated the Board will discuss the mission statement at the upcoming Board retreat, along with planning and budget discussions.

3. Update on IE survey regarding mission/core values – Leslie Wasson

Dr. Wasson stated President Swarthout has the draft for the survey to review, so it is in process and will be sent out when president has approved it.

4. Schedule Program Review – Mark Vest

Mark Vest went over the program review schedule with SPASC, and stated that the Heavy Equipment Program needs to be listed as closed. Also, the Ed Assistant Program needs to be rolled forward. College and Career Prep is the new name approved by IC for TLC classes; the program will have a smaller range of courses offered in TLC to a more manageable number.

Task: Mark Vest stated he will put the program reviews on the NPC website.

5. Update NPC Accreditation Page – Peggy Belknap

Peggy Belknap stated that Everett Robinson has linked the accrediting agencies to their website. Also, welding needs updated but otherwise everything that should be updated is. Tracy Mancuso stated SBDC is accredited and should be listed on the page.

Task: Tracy Mancuso will contact Everett Robinson about the SBDC accreditation so it can be updated.

Task: Mark Vest will ask deans and dept. chairs to take one more look at accrediting agencies page to check if any agencies are missing.

Task: Mark Vest will sit down with deans and write short introductory paragraph on what external accreditation is and why it has value, and perhaps an explanation of transfers and a link to AZ Transfer.

6. ACE/Military Credit Transfer/Competency Based Education Policy

Jeremy Raisor provided an overview of the College's current policy on alternative learning. Since the policy was implemented in 2009 there has not been a single department request that a course be approved by credit by exam. It was decided that the language of the current policy would not need changed in order to implement a full blown competency based education model.

Mark Vest stated the Personalized Learning Program at NAU is doing and the response rate to the program has been greater than anticipated. Leslie Wasson stated that if significant changes are made to way the College does competency based education, then staffing implications for the College should be considered as it can be very labor intensive for the institution. President Swarthout stated the College right now is only talking about how to handle competency based ed coming into the institution, rather than a competency based program. Mark Vest stated there has been no good faculty discussion considering either side of it.

Task: Jeremy Raisor will ask the Registrar's Office to survey other community colleges in Arizona to see what their policies are in this area of accepting competency based credit, consistently using ACE guidelines, credit by exam, policies on assessment of prior learning and accepting competency based transfer credit.

7. Submitted Budget Priority Worksheets for Review – Randy Hoskins

Randy Hoskins reviewed several priority worksheets that had been submitted. After some discussion it was decided that the measurement of completion should be focused on outcomes that can be reported back to the College and show the value obtained. i.e. 93% of the students can now do such and such and is a standard industry.

Vice President Hatch stated operational plans by definition is operational budget. There may be some capital requirements in initiatives, but nothing is in place to identify capital initiatives which are driven by the master facilities plan. In essence, capital expenditures are a backend of the planning conversation. So until the Board approves capital plans there is no point in writing an operational plan. Within the operational plan there will be listed separately any capital requirements.

In summary, operational plan supports strategic plan, capital improvements come out of strategic planning, not out of operational planning.

Task: At next meeting put on agenda short definitions and clarifications about operations, annual capital budgeting, capital improvements so that operational planning training can be clearer. Blaine Hatch will provide definitions. Also, instructions can be developed to generate a how to use document that explains operational planning worksheet. Maderia Ellison should be invited.

8. Old Business

There is a team going to the HLC Persistence and Retention academy. HLC has requested a data person and a senior administrator attend, so Mark Vest and Leslie Wasson will go, in addition to Ann Hilliard from PASS. Leslie Wasson stated more members will get to participate in the future. Also, the HLC team is set for HLC Conference in March.

9. Next Steps/Review of Tasks

-Review meeting schedule for changes

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10. Adjourn

*Sandy Manor made a motion to adjourn. Randy Hoskins seconded. **Motion passed unanimously.***