

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, May 1, 2015
8:30 a.m. – 10:00 a.m.
Video II

Members in Attendance: Peggy Belknap, Randy Hoskins, Sandy Manor, Stan Pirog for Kenny Keith, Eleanore Hempsey, Mark Vest, Tamara Martin on the phone, Margaret White, Gary Mack, Doug Seely, Blaine Hatch, Ann Hess

Advisory Members in Attendance: Jeanne Swarthout, Leslie Wasson, Sharon Hokanson

Staff in Attendance: Lisa Jayne (Recorder)

1. Approval of Minutes from 4/17/2015

*Doug Seely made a motion to approve the 4/17/2015 minutes. Sandy Manor seconded. **The motion passed unanimously.***

2. Review of Mesa Community College Presentation

Mark Vest stated that two items that came to the forefront after last meeting's presentation by Mesa Community College staff had to do with federal compliance, and the other was the assurance argument.

Taking after MCC's model, Mark Vest asked what two individuals could be identified as co-chairs to take responsibility for identifying any federal compliance issues.

Mark Vest stated that since there is a significant instructional piece to federal compliance, he would recommend the Dean of Nursing and Allied Health along with Jeremy Raisor on the student services side. The committee agreed.

Task: Mark Vest will inform Jeremy Raisor and Peg Erdman of this appointment and will meet with them and Dr. Wasson to begin the process of federal compliance review.

Discussion took place on the current assurance process calendar, how it incorporates criterion review, and suggestions of how this might be changed in order to carry out the actual collection of data and writing of the assurance argument.

Mark Vest stated the MCC assurance argument development process was removed from their other processes, such as strategic planning, and then let it speak to their strategic planning as necessary.

Eleanore Hempsey made a motion to form a subcommittee to review the criterion team reports and decide on action needed for the assurance argument, provide information to college and SPASC consisting of Dr. Swarthout, Dr. Wasson, and Ann Hess.

Ann Hess made an amendment motion to take the information aspect of the motion away and to remove herself from the committee. Margaret white seconded the motion. Eleanore Hempsey approved amendment.

Stan Pirog made an amendment motion that the motion should refer to the President of College and the Director of Institutional Effectiveness, as well as other appointees, instead of using individual names. Doug Seely seconded the motion. Eleanore Hempsey approved the amendment. ***The motion passed unanimously.***

Mark Vest reiterated that Dr. Wasson and Dr. Swarthout would run the Assurance Review Team (ART) and would work with the criterion teams as necessary to identify gaps in the College's assurance argument and they would report to SPASC of any gaps in the assurance argument.

Current frequency on reporting from criterion teams is twice a year, Assurance Review Team (ART) will discuss at next meeting.

Task: Mark Vest will resend the convocation summary to SPASC and will ask the president if she can provide presidential input by the next meeting.

Task: Mark Vest and Randy Hoskins will discuss with President Swarthout and Dr. Wasson what to do with criterion reports presented this year, and to decide on the frequency and content of reporting to SPASC from ART.

3. Next Steps/Review of Tasks

- Mark Vest will notify Peg Erdman and Jeremy Raisor on federal Compliance
- Mark Vest will resend convocation summary
- Mark Vest will request presidential input to Strategic Planning
- Review presidential/DGB input to narrow down strategic planning items
- Next meeting in May will be moved to PDC
- Lisa Jayne will update the SPASC schedule through the end of year and bring to the next SPASC meeting
- Mark Vest and Randy Hoskins will discuss with President Swarthout and Dr. Wasson what to do with criterion reports presented this year Decide on frequency and content of report from ART

4. Adjourn

*Doug Seely made a motion to adjourn. Sandy Manor seconded. **Motion passed unanimously.***