

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, May 2, 2014
8:30 a.m. – 10:30 a.m.
Video 2

Members in Attendance: Leslie Wasson, Mark Vest, Ryan Rademacher, John Bremer, Peggy Belknap, Deb Myers, Blaine Hatch, Eric Bishop arrived at 10am

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

Staff in Attendance: Rich Harris, Tracy Mancuso, Lisa Jayne (Recorder)

Approval of Minutes from 4/4/2014 and 4/18/2014

Ryan Rademacher made a motion to approve the minutes from 4/4/14. John Bremer seconded. Motion passed unanimously. Peggy Belknap abstained.

Ryan Rademacher made a motion to approve the minutes from 4/18/14. Debbie Myers Seconded. John Bremer and Peggy Belknap abstained.

HLC Quality Initiative

QI Project Design Team update – Richard Harris

Rich Harris stated that two surveys were devised by the QI Project Design Team to help determine while students are staying or not staying at NPC. A four question survey was reviewed by Rich Harris. The other survey, which is a series of questions for the faculty was also reviewed for SPASC by Rich Harris. Rich Harris stated it takes 5 minutes to take the faculty survey and hopefully it could help faculty engage in the activities laid out in the survey. It was suggested that having computers set up in the green room at commencement would help faculty completion of the survey as well as having paper surveys available. Sending survey to adjunct faculty was also discussed.

Student Involvement

Leslie Wasson stated that two student focus groups were arranged in April. The one at WMC no students attended. PDC had four students. It was decided that random sample of students would be asked the focus group questions. The follow up survey is located in Qualtrics. Discussion about polling summer school students took place.

Peggy Belknap made a motion to include summer school students in the student focus group poll. Ryan Rademacher seconded. Motion passed unanimously.

Change in QI Leadership

President Swarthout stated some changes are happening in several committee makeups. The impact on the QI team will be that the President and Vice President of Learning and Students Services will be leading the QI Team. In addition, Mark Vest will be chairing SPASC along with a faculty member, and Ryan Rademacher will be chairing IC. President Swarthout stated the College has not heard from HLC about the Retention and Persistence Academy. But a workshop on student persistence and completion will be offered by HLC on July 9-11, in St. Charles, which is outside of Chicago, and should the College not be chosen for the Retention and Persistence Academy, a team of 4-8 should plan to attend this conference. The conference information will be sent to the QI committee for discussion.

HLC Assurance

Member selection for HLC Upload site

Still need several members added to the HLC Upload team. Discussion about possible members to this group and whether or not more members were actually necessary took place. President Swarthout stated the upload group as of January was listed as Leslie Wasson, Debbie Myers, Eric Bishop, Mark Vest, Blaine Hatch, Jeanne Swarthout and a person from each criterion. It was decided that one member from each criterion would be added; perhaps giving them read only access to others' uploads. New assignments will need to be made to the criterion team as several members have left.

After some discussion Mark Vest made a motion to replace Trudy Bender with Stan Pirog on Criterion 2; Maderia Ellison was moved to Criterion 5, institutional effectiveness; and Curtis Casey would be replaced with Jennifer Bishop on Criterion 3. Mark Vest and a faculty co-chair will let these people know the president approved SPASC's recommendation for their appointment and a time will be scheduled for training. Peggy Belknap seconded. Motion passed unanimously. An electronic list will be sent to the president for official approval.

Leslie Wasson stated the Drafting team is currently made up of President Swarthout, Leslie Wasson, Mark Vest, and Ryan Jones. President Swarthout stated Blaine Hatch needs to be on the team due to financial aspects.

Leslie Wasson stated the Editing team currently has Lisa Jayne and Blaine Hatch on it. It was suggested that Ann Hess or Everett Robinson would be a good addition. President Swarthout will also be added for a final edit/approval.

Strategic Planning & Budgeting

Review of Team Action Record

Leslie Wasson reviewed the Team Action Record with the committee.

Progress Review for Pillar 1

Pillar 1 update was deferred to the next meeting.

Operational Planning Team

Tracy Mancuso and Ann Hess reviewed with SPASC the Strategic and Operational Plan Proposal. It was proposed that the operational template be created based on this proposal and the template brought back to SPASC for a vote. There was support for the team to construct a template based on presented information.

SPASC Planning Cycle Annual Timeline

This discussion was moved to the next meeting.

Adjournment

A motion to adjourn was made by Blaine Hatch. Debbie Myers seconded. Motion passed unanimously.