

**Northland Pioneer College**  
**Strategic Planning and Accreditation Steering**  
**Committee Meeting Minutes**

Friday, October 18, 2013

8:30 a.m. – 10:00 a.m.

Video 2

**Members in attendance:** Leslie Wasson, Ryan Rademacher, Tracy Mancuso.

**Advisory members in attendance:** Jeanne Swarthout, Susan Acton, Ann Hess, Sharon Hokanson.

**Staff in Attendance:** Lisa Jayne (recorder)

**Approval of Minutes from 10/4/2013**

Ryan Rademacher moved to approve minutes from 10/4/2013. Tracy Mancuso seconded. Motion passed unanimously.

**Update: HLC Assurance Database**

Leslie Wasson stated she has received training for the new HLC Assurance Database. She will arrange for a Q&A session that SPASC members can sign up for either on October 30 at 8am, or November 12 at 11am. Questions for the Q&A can be sent ahead of time to Leslie so she can forward them on.

**Strategic Planning Priorities & Dates for AY 2013-2014**

**Revised Timeline**

Pillar I, Pillar II, Pillar III will present to SPASC on November 1, each group will review pillars and come prepared with ideas on how to focus and improve and pinpoint a target and talk about what has been accomplished. On November 15, the last three pillars will present. Leslie Wasson reminded everyone that SPASC needs to get a draft to the District Governing Board for November board meeting, due by November 12. The SPASC draft will need to be ready to receive final approval by the December DGB meeting, due by December 10.

**Quality Initiative**

**Timeline**

By this time next year the College has to have a proposal together to commit to HLC.

The deadline for signing up for the Academy for Student Persistence and Completion is coming soon. Tracy Mancuso stated that at the last meeting it was recommended that the College enroll in the Academy.

### **Potential Topic Discussion**

Tracy Mancuso suggested that a pilot project she is working on to partner with businesses and hospitals could be valuable and could satisfy Pillar 5 for fiscal resources because the College is getting engagement from the community.

Ryan Rademacher suggested that a project that could improve the number of computers or databases available to students in the library could be considered.

Ryan asked how long after the project is approved until implementation. Leslie Wasson stated this is a multi-year timeline. The College will propose the QI project in year four of the cycle, and the report does not come back until year nine.

Tracy Mancuso asked how important this project is to the College's relationship with the HLC. Leslie stated it was crucial to show the HLC that our College is committed to improvement.

Jeanne Swarthout stated that the QI project is important for the College accreditation to be articulate, well thought through and supported by resources, but it is more important to connect it to what we want at the College. Jeanne stated that the project needs to be connected to a budget because resources have to be put towards it. As the College is going into a budgeting cycle it would be helpful if the project was defined for budgeting purposes.

**Tracy Mancuso made a motion to survey the College to gather more information on the Quality Initiative. Ryan Rademacher seconded. Motion passed unanimously.**

Leslie Wasson stated the survey responses would be available for the next meeting on November 1 and Pillar 1, 2, and 3 will be reviewed.

### **Other**

Jeanne Swarthout stated that attendees for the Higher Learning Commission Annual Conference in April need to be chosen. Rooms have been booked, but SPASC should weigh in on the best people to attend. Leslie Wasson asked if the quality proposal drafting group should be considered. Jeanne stated they should. HLC dates are April 11-14.

### **Adjourn**

Ryan Rademacher made a motion to adjourn. Tracy Mancuso seconded the motion. Motion passed unanimously.