Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes
Friday, October 16, 2015
9:00 a.m. – 11:30 a.m.
PDC – NLC 142

Voting Members in Attendance: Blaine Hatch, Eleanore Hempsey, Randy Hoskins, Sandy Manor, Stan Pirog (proxy for Kenny Keith), Doug Seely, Ann Hess, Peggy Belknap, PJ Way

Advisory Members in Attendance: Jeanne Swarthout, Tracy Mancuso,

Staff in Attendance: Paul Hempsey (Recorder); Jeremy Raisor, Tamara Martin, Wei Ma

1. **Approval of Minutes from 10/02/2015**
   *Peggy Belknap made a motion to approve the 10/02/2015 minutes. Ann Hess seconded. **The motion passed unanimously.***

2. **Review of Operational Plans**
   Wei Ma started his presentation by offering his interpretation of the task. He suggested the key word was "frustration" and wanted to find out who are frustrated, why they feel frustrated and how to relieve their frustrations.

   After Wei covered Goal 1, Eleanore Hempsey asked how he came to the number of mentors required. Wei responded that this was an arbitrary number and would assign the task of how many were required in each area to the Deans.

   President Swarthout supported the idea of tying participation to the review of Probationary faculty in the future.

   Tracy Mancuso asked if this training would be for Moodle only. Wei responded that it would be for all teaching modalities and have the mentors trained for each type to answer questions from mentees.

   Randy Hoskins confirmed that the training was for both full-time faculty and adjuncts and asked if there was a dollar amount suggested for cost. Wei did have budget information on his supporting document. (This shows the start-up cost for developing the program and training the mentors.) Randy also asked if this training would be tacked onto the end of an Instructional Skills Workshop (ISW) or would it be completely separate. Wei would like to see it as a separate training.

A discussion followed regarding compensation for the mentors and mentees. Peggy Belknap would like to know the time commitment for the training and would it be similar to ISWs. PJ asked if this training would be available to staff as well as faculty and how they would be compensated. Randy confirmed that the HR Director would work on staff training. Peggy Belknap mentioned that the CTE department purchases new equipment and the instructors are expected to learn how to use it as part of their job.
Randy Hoskins mentioned that ISW participants received a stipend for attending the training and a bump to the next pay step.
The consensus seemed to be for Mentors receiving compensation. Mentees could potentially move up a step on the pay scale for successful completion and that would require further discussion due to the budget cost. Blaine Hatch did mention the budget request for mentors would be for this coming budget year and anything for mentees would be in the budget after that.

Ann Hess asked for the Budget costs to be added to the Spreadsheet as there is space provided.

Peggy Belknap was concerned about the timeframe, as it will take a full year to have Mentors trained and in place when people are frustrated now. Eleanore Hempsey responded that it would be worth it to have fully trained mentors who provide a mentees a good first impression of the training.

Wei Ma presented on Goal 2 from his Op Plan.

Sandy Manor asked if there was a budget in mind for this goal also. Wei again referred to his supporting document.

Wei also mentioned that the college used to have certified Smart Board trainer and faculty expressed an interest in having one again. Wei had contacted the training center in California who could provide training onsite if needed. PJ mentioned that there is the possibility that Title III funds could be used for training costs. President Swarthout mentioned the Navajo County School Superintendent sponsored Smartboard training already. Peggy Belknap mentioned we would get a bigger bang for our buck if the training was held at NPC.

Randy asked if training could be mandated for faculty as part of their yearly goals. Peggy Belknap thought there was a way that they could include it if the wording was careful. Randy also asked if there was a way to assess what type of training each faculty member needed as they are all at different levels. Eleanore Hempsey supported this and wondered about asking faculty to take a test or maybe self-identify. Wei mentioned he already has 2 levels in his Moodle training.

Wei Ma drew attention to his Video Production idea so training would be available online year round and thought it could even be a student project. Eleanore Hempsey mentioned

that Mark Ford had been asking faculty for any project that they might need for their classrooms that his students could work on.

Wei Ma presented on Goal 3. He wasn't sure this would classify as a goal but suggested it could be worth the effort to look at a central structure to manage and facilitate training. President Swarthout mentioned it had to be both need and feasibility due to our dispersed campuses to which Eleanore Hempsey responded that "center" could take different meanings such as an online depository.

President Swarthout mentioned wanting to set up something similar years ago especially for "cool" teaching ideas.

PJ thought that whoever is posting could become a "Resident Expert" that others could turn to.

Randy Hoskins asked that Wei update the Initiative Priority Worksheet be completed filled out.

Jeremy Raisor was introduced and mentioned that he had presented last time and not much had changed barring an update to the objective wording.

Sandy Manor raised concerns that we don't have enough information on who is actually applying for scholarships currently and wouldn't want that to have a detrimental effect on this goal.

Eleanore Hempsey suggested that those students already applying for scholarships are more likely to be completers because they are on top of their work load. Eleanore also asked whether the Retention software we will be purchasing will allow us to identify and communicate scholarship opportunities to students that they are eligible for. We should already be collecting a lot of the information it would take. PJ thought it was a good idea but didn't want to complicate the programming. Peggy Belknap asked why we don't send all available scholarships to students and the Eleanore Hempsey thought there were too many for students to search through to find the few they might be eligible for therefore it is not worth the effort sometimes.

Jeremy mentioned that NPC already has a great scholarship search engine available to students on the website. Perhaps advertising should be better for this part of the website. Dr. Swarthout mentioned that perhaps we need to remove the lesser used scholarships to reduce the number that have to be searched.

Op Plans from Mark Vest and Josh Rogers were skipped.

3. **Discussion of adding an October 30th meeting**
   During the discussion it was decided that an additional meeting on October 30th was not required. The committee decided that the OR's would have their finalized plans to Paul for

posting to the SPASC page by October 30th and the committee would then have them reviewed by the November 6th meeting date.

Randy Hoskins asked if the Exec Team had a discussion regarding the Study Committees and moving forward. Can the groups convene and start their research.

Randy Hoskins informed the committee that PASS met with the Faculty Association (FA). There was considerable push-back especially with regards to cost and the reasons behind the implementation. He will be meeting with Ryan Rademacher to discuss further. Eleanore Hempsey commented that many faculty feel they are already doing a lot of what PASS is asking of them and Starfish will be an additional step. Faculty are also concerned that we already have technology we are not using so why would we purchase additional software. Peggy concurred that Faculty are already doing a lot of the PASS plan and connecting students with resources. If PASS can better educate them on the tools and how this will actually help them and alleviate some of their time spent on this.

Tracy Mancuso mentioned that the Pilot Program is supposed to educate the remainder of the Faculty to the benefits. Randy Hoskins mentioned that Coconino had issues implementing the same program and it would help faculty to understand how it will actually work. Jeremy Raisor mentioned that he had already responded to Ryan Rademacher's concerns via email.

PJ Way felt like there was not enough definition of the big picture. Individuals are aware of what they do to help the students out but not what their department or college as a whole does. If they knew that if they raise a flag in Starfish and somebody else at the college was contacting the student to help there might be more buy in.

Jeremy Raisor answered that, as far as the pilot, there will be 3 basic areas looked at:
1. Have faculty look at attendance so we can see when students are missing class so advisors can follow up with them.
2. Grades, especially an early graded assignment.
3. General referral for services

President Swarthout mentioned that we may find out the first graded assignment is not a predictor of success. Then the PASS team will look at changing it up for another predictor. Jeremy added that PASS needs the information first to know where to add or move resources to.

4. **Next Steps/Review of Tasks**

Task: Mark Vest will obtain approval from the exec team for moving ahead with study committees in the spring.
Task: Randy Hoskins will send an email to study committee member, after Mark gets exec team approval, to layout timeline to committee members.

Task: Randy will email OR's to ask them to have finalized Plans to Paul by October 30th, 2015.
Task: Paul will post the finalized plans to the SPASC MyNPC group page for review.
Task: SPASC Committee will review finalized plans before meeting in November 6th, 2015.

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