

Northland Pioneer College  
Strategic Planning and Accreditation Steering Committee (SPASC)  
12-04-09

Members in attendance: Donna Ashcraft, Trudy Bender, Eric Bishop, Pat Canary, Russell Dickerson, Claude Endfield, Blaine Hatch, Eric Henderson, Cindy Hildebrand, Mary Mathias, Don Richie

Advisory members in attendance: Ann Hess, Jeanne Swarhout

Guests: Hallie Lucas (recorder)

I. Approval of Minutes

- a. Approval of 09-04-09 Minutes
  - i. Blaine moved to approve 09-04-09 Minutes; second by Mary.
  - ii. Unanimously approved.
- b. Approval of 10-02-09 Minutes
  - i. Blaine moved to approve 10-02-09 Minutes; second by Pat.
  - ii. Unanimously approved.
- c. Approval of 10-16-09 Minutes (SPASC Retreat)
  - i. Blaine moved to approve 10-16-09 Minutes; second by Pat.
  - ii. Unanimously approved.

II. Discussion: Archives Procedure

- a. Draft was sent out a few weeks ago and we did receive some comments including:
  - i. Institutional Research (IR) participation is missing in the procedure, since IR is involved in and has knowledge of primary reporting.
  - ii. Information Services (IS) Director, Faculty Association President and CASO President may need to be included.
    1. It was noted that including the IS Director, Faculty Association President and CASO President may be overkill and complicate the procedure.
  - iii. Minutes and related documents from departments - does that pertain to academic departments, as well?
    1. There are only a few documents from the academic area and may not be needed.
  - iv. Community Outreach/Advisory Minutes and Reports should also be included.
- b. Russell asked if anyone will be involved who has a larger overview of the types of documents we need to save for accreditation. Someone who was involved with the last Self Study and accreditation process would be a good choice for an advisory member and it was recommended that Donna Ashcraft serve in this capacity.
- c. Motion was made by Pat to approve the SPASC's recommendation that the Archives document including the one change to add the Institutional Research representative go to the College Council for first read; second by Cindy.

- i. Unanimously approved.
- III. Discussion: SPASC Membership
  - a. Donna will step down as co-chair and member.
  - b. We need two faculty replacements (one from Career and Technical Education and one from Arts and Sciences).
  - c. It will be important to have an overlapping co-chair.
  - d. Cindy will be moved to an advisory member.
  - e. Eric H. will be moved to an advisory member.
  - f. Deb Myers will be added as a member because of her IR role.
  - g. SPASC is by presidential appointment.
  - h. Potential SPASC members might include Curtis Casey, Randy Porch, Bill Solomon, Charlotte Robbins and Mike Solomonson.
  - i. Motion was made by Russell to release Pat and Donna from their member duties after the end of this semester; second by Cindy.
    - i. Russell amended his original motion to include our eternal gratitude; second by Cindy.
    - ii. Motion and amendment unanimously approved.
  - j. Advisory members now include Cindy, Eric H., Marketing Director, IS Director and the President.
- IV. Other
  - a. Motion made by Blaine to adjourn; second by Pat.
    - i. Unanimously approved.