

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
03-19-10

Members in attendance: Peggy Belknap, Trudy Bender, Russell Dickerson, Andrew Hassard,
Blaine Hatch, Sandy Johnson, Mary Mathias, Debbie Myers, Don
Richie, Mark Vest
Advisory members in attendance: Eric Bishop, Eric Henderson,
Ann Hess, Jeanne Swarthout

Guests: Hallie Lucas (recorder)

- I. Approval of Minutes
 - i. Minutes from 03-05-10 meeting were not yet ready.
- II. Discussion Regarding the Progress of Pillar Teams
 - a. There were no difficulties or questions relating to revising pillars.
- III. Review Drafts of Updated Pillars (Finish up P5, then Start on P6, P4, P1)
 - a. Strategic Plan, Pillar 6
 - i. Blaine – Pillar 6 has taken a backseat due to budget and economic situations
 - ii. Goal 6.1.1 **Utilize existing draft crisis plan as basis for broader plan**
 1. Needs to remain in Priority 1
 - iii. Priority 2 – no progress
 - iv. Goal 6.2.2 **Establish a preventative facility and equipment maintenance program**
 1. Move to 6.2.1
 - v. Goal 6.2.1 **Identify specific facility needs for existing and future programs throughout the district**
 1. Move to 6.2.3
 - vi. Goal 6.2.3 **Evaluate and prioritize facility use for existing programs**
 1. Move to 6.2.2
 - vii. Priority 3 **Investigate and pursue funding options for capital and facilities development**
 1. Should this remain in Strategic Plan given budgetary constraints and economy?
 - viii. Goal 6.3.1 **DGB, President, Foundation reach consensus on partnering and grant options for capital acquisition, facility renovation and construction**
 1. Bullet 1 – Blaine feels still important – could be moved to Pillar 5, Priority 1
 - ix. Priority 4 – **Evaluate and implement the Higher Education Presidents Climate Commitment**
 1. Blaine – remain as a priority

- 2. Regular meetings of Sustainability Committee
 - a. Suggestion - this committee be moved to new college council model as a standing committee
- x. **Goal 6.4.2 Develop sustainability curriculum & Goal 6.4.3 Develop partnership with industry and communities to promote and grow sustainability of resources**
 - 1. Russell and Blaine – see what the needs are and use that to develop needed curriculum
 - 2. Sustainability Committee – good recycling program – waiting on carbon footprint plan – Earth Day plans going well – college will participate with Green Mountain Team in Show Low for 04-24-10 event
- b. Strategic Plan, Pillar 4
 - i. Peggy – Human Resources (HR) uses this Pillar as their master plan – at the bottom of the suggested changes for this pillar are accomplishments that the HR department has made – recommendations welcomed
 - ii. **Goal 4.1.1 Improve communications college wide**
 - 1. Some bullets completed and some ongoing
 - 2. Bullet 2 – will explore more – may use a Web based program that individual departments would be responsible for – used for internal meetings and events
 - iii. **Goal 4.1.2 Develop programs that recognize individual and group achievement**
 - 1. Some progress – keep as a goal with some different components
 - iv. **Goal 4.1.3 Promote professional development opportunities for staff and faculty**
 - 1. Ongoing - keep as a high priority
 - 2. Bullet 1 - faculty did present their Professional Development Plan to Instructional Council (IC)
 - v. **Goal 4.1.4 Foster teamwork**
 - 1. Ongoing – will research more
 - vi. **Goal 4.2.1 Update policies and procedures**
 - 1. Lots going on with procedures right now
 - vii. **Goal 4.2.2 Create an employee mentoring program**
 - 1. Ongoing
 - 2. Bullet 2 - CASO has done some work with this
 - viii. **Goal 4.2.3 Provide training appropriate for all employees**
 - 1. Bullet 2 - progress includes - administrator training, supervisor training, workshops – also, Faculty in Educational Technology person will provide many training opportunities
 - 2. Bullet 8 – already in 4.1.3
 - 3. Bullet 9 – already in 4.1.3
 - ix. **Goal 4.2.4 Provide mandatory training regarding legal issues in the workplace**
 - 1. Ongoing with different goals as needed
 - 2. Bullet 1 - staff has had HIPAA and ASRS training - harassment and discrimination training needs to be yearly – will look into online training
 - 3. Employees need to receive disclosure and HIPAA statements with their contracts
 - 4. Emergency trainings would fall under Pillar 6 (HR could assist)
 - x. **Priority 3 Strengthen hiring, evaluation and compensation standards**

1. A probable new goal (to be investigated) comes out of the Assurance portion of HLC Report - encourages us to not rank – interview committees would tell whether individual candidates were acceptable – this first came up to allow hiring with diversity in mind – look at our hiring process
 2. Goal 4.3.1 **Create and maintain an equitable and transparent compensation structure**
 - a. Ongoing – changes to 4.3.2
 - b. Bullet 1 - job descriptions audited
 - c. Bullet 3 - degrees updated
 3. Goal 4.3.2 **Create plan to enhance procedures that foster the hiring of quality qualified personnel**
 - a. Keep and move to 4.3.3 – or move into the new goal 4.3.1
 4. Goal 4.3.3 **Review adjunct faculty employment standards, hiring procedures and compensation**
 - a. Keep goal - have different strategies
 - b. Bullet 1 - have updated adjunct faculty list every semester
 - c. Bullet 2 - deans tracking teaching qualifications
 5. Goal 4.3.4 **Evaluate and assess job performance**
 - a. Need training
 - b. Someone has suggested 360 reviews – they are a lot of work and the research has yet to prove the effectiveness – anonymity in an institution this small may be a problem
- c. Strategic Plan, Pillar 1
- i. Priority 1 **Improve student learning through diversification and enhancement of teaching modalities**
 1. Change to – Improve student learning
 2. Remainder of Priority moved down into the goals as appropriate
 3. Goal 1.1.1 **Continue improvement of distance education delivery systems**
 - a. Bullet 1, 2, 4 – progress being made through the IC Learning Technologies subcommittee
 - b. Bullet 3 – Marketing and Public Relations (M&PR) or Institutional Research (IR) distributes survey – IR crunch the results
 - i. Could be done during registration (if student submits survey, they may win a prize) or during mandatory orientation (if instituted)
 - ii. **Task:** Mark will talk with faculty and deans to come up with a question list
 - c. Bullet 5 – continuing process
 - d. Bullet 6 – committee on testing procedures worked on this
 - e. Bullet 7 – Professional Development Subcommittee worked on
 - f. Suggested new bullet – **Implement courses through Adobe Connect by Spring 2011 for selected programs (e.g. ECD) to reach multiple sites**
 - i. HR may assist with training

4. **Goal 1.1.2 Emphasize advising and course selection based on placement testing**
 - a. Bullet 1 – move to Pillar 2
 - i. **Task:** Deb will work with Mark, Jake and deans to iron out specifics
 - b. Bullet 2 – working on – lagged a little behind
5. **Goal 1.1.3 Improve pedagogical strategies and techniques**
 - a. Professional Development Subcommittee working on goal through IC
6. **Goal 1.1.4 Improve tutorial support**
 - a. Should goal be moved to Pillar 2 under Enrollment Management as part of retention
 - b. Next step – use Adobe Connect to spread tutoring resources
7. **Goal 1.1.5 Explore day care possibilities**
 - a. Goal oriented toward day care for students
 - b. Put future date 2013 to relook at this
8. **Add a new goal – 1.1.6 Focus efforts on the retention and academic success of specific student populations including students who are first in their family to attend college, diagnosed disabilities, low income students, or Native American students**
 - a. **Add Bullet 1 Increase tuition-in-kind and scholarship opportunities for degree seeking students especially in TLC, ECD, designated CTE programs, nursing, and the Fine and Performing Arts**
 - i. Change wording - maintain and consider increasing...
 - ii. Could we use the money gained from eliminating the tuition plateau for increased support for students
 - iii. First part of this focuses on students and second part focuses on programs
 - iv. May use program priorities to determine efforts in recruiting, marketing and scholarships
 - v. Scholarships can focus on specific types of students and specific programs
 - vi. Tuition-in-kind in the past simply used to draw people in by providing it for free
 - vii. If specific student groups included, will need avenue to collect data
9. **Add new goal – 1.1.7 Enhance co-curricular activities that promote student learning opportunities**
 - a. **Add bullet – Support such learning focused activities as Northern Flight, student art shows, performing arts projects, and Skills USA**
 - i. Needs to be included in Assessment Portfolio
10. **Goal 1.2.1 Seek approval for select baccalaureate degrees especially in Nursing and Education**
 - a. Suggestion to add ECD and Fire Science
11. **Goal 1.2.2 Improve AAS and Certificate of Applied Science programs as budget constraints allow**

- a. Bullet 2 - working on
- 12. Goal 1.2.3 **Assess short-term curriculum and short turnaround class offerings**
 - a. If the college sees as a priority, Mark, deans, and IC can continue to look at
 - b. CTE exploring accelerated courses and weekend courses
- 13. Goal 1.2.4 **Expand internship opportunities**
 - a. Lots of progress over last year – yes, should remain in Strategic Plan
 - b. Change dates to future
- 14. Goal 1.3.1 **Participate in HLC Assessment Academy**
 - a. Continuing – Shannon will represent NPC at the HLC Assessment Academy
 - b. Bullet 2 – fix typo
- 15. Goal 1.3.2 **Revise and improve program review**
 - a. Working on
 - b. Bullet 3 – good progress
- 16. Goal 1.3.3 **Strengthen departmental assessment of student learning**
 - a. Add a bullet – **Have a faculty member chair the ASK Committee and provide release time commensurate with the responsibilities and time commitments required of the chair**
 - i. Consider having ASK Committee driven by faculty with administrative support
 - 1. This may raise issues of other committee chairs requesting release time
- 17. Goal 1.3.4 **Work more with advisory committees on documenting learning outcomes**
 - a. Bullet 1 – use of advisory committees has improved, especially in CTE area
 - b. Reports in this area may need to be a requirement for annual departmental reports
 - c. Bullet 3 – have accomplished – change first word from Establish to Sustain

IV. Other

- a. The Strategic Plan needs to be ready to go to the DGB in May for the first read so that it can be ready for approval in June.
- b. Pillars should firm up drafts, make permanent changes, remove questions, update accomplishments and get them to Hallie as soon as possible to update.
- c. Motion made by Mark to adjourn; second by Andrew.