Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes
Friday, February 17th 2017
9 a.m. – 11:30 a.m.
PDC – NLC 142

Voting Members in Attendance: Stan Pirog (Proxy for Peggy Belknap); Tracy Mancuso (Proxy for Sandy Manor); Maderia Ellison; Susan Jamison; Eleanore Hempsey; Nicole Ulibarri; Randy Hoskins; Ann Hess; Colleen Readel; Peggy Belknap; Mark Ford.

Advisory Members in Attendance: Jeanne Swarthout; Mark Vest.

Others in Attendance: Paul Hempsey (Recorder); Wei Ma; Allison Landy; Vicki Bessinger; Renell Heister; Josh Rogers; Bobbi Sample; Jeremy Raisor; Lauren Sedillo.

1. **Call to Order**
   Randy Hoskins called the meeting to order.

2. **Roll Call**
   Paul Hempsey conducted the Roll Call.

3. **Approval of Minutes from 02/03/2017**
   Peggy Belknap made a motion to approve the 02/03/2017 minutes. Eleanore Hempsey seconded. ***The motion passed with a unanimous vote.***

4. **Childcare Report**
   Allison Landy, with help from Tracy Mancuso, provided an update from the Childcare Study Committee noting the committee was pleased with the number of respondents to their survey. 80% said they lacked quality, accessible, dependable, affordable care which was a barrier to their college success. Less than 8% used a licensed or regulated childcare business.

   A Childcare and Development Block Care grant through DES provides a childcare subsidy but Arizona policy requires each member of the family to work at least 20 hours a week to access it. Randy Hoskins asked if we knew the amount of the subsidy. Allison Landy responded that it depended on the market rate in the local area.

   Allison Landy also mentioned the CAMPIS federal grant that is specifically aimed at creating and maintaining childcare on college campuses noting that only one Arizona College was currently receiving funds from it. The committee feels it has the responses from the first two surveys to complete their work and will therefore not be sending out a third.

Mark Vest asked if we knew the location of respondents and if there was a clear pattern of where there is a need for Childcare. Allison Landy stated they did know the location of respondents but the results were skewed by a very active Center Manager who strongly encouraged students to participate in that area.

Mark Vest asked if they knew what percentage of respondents were employees or students. Allison Landy responded that they had a good idea but the information was not exact.

Eleanore Hempsey asked if the committee had conducted a survey on what care was currently available. Allison Landy commented that they had not completed a survey but with a number of committee members being heavily involved in the childcare area they had a very good idea and had thought of partnerships with them, particularly Head Start.

5. **Educational Technology Report**
   Dr. Ma provided an update on the Educational Technology Priority noting that they were still on track to complete on schedule.

   Dr. Ma also provided a report from the recent visit to the Maricopa Center for Learning and Instruction noting that it is part of the Priority under Goal 3 Assess the need. Dr. Ma informed the committee that Maricopa has required training for instructors teaching on a distance or hybrid setting, for adjuncts too, as well as faculty developers at each campus to assist with training. Dr. Ma provided a list of questions for SPASC to consider and provide feedback on and suggestions from the visiting group.

   Peggy Belknap asked if all the information would be online for faculty and suggested the computer labs at each location could be utilized when they are free on Fridays for faculty to use for training.

   Eleanore Hempsey asked for Dr. Ma's opinion on how he would like to see the college move forward. Dr. Ma responded that he sees a need for the college to have an Instructional designer/curriculum developer. Dr. Ma has been with the college for over 7 years and has watched technology evolve and feels it is time to consider a formal structure to manage the current and future practices.

   Maderia Ellison asked what an Instructional Designer would provide. Dr. Ma responded that the person would work with faculty to find the best technology resources and learning environments for their course and would be involved in training and professional development.

   Maderia Ellison asked if feedback on Goals 1 and 2 in Educational Technology was positive. Dr. Ma stated the feedback was mainly positive.

6. **Budget Review**
   Maderia Ellison provided a high level view of the budget numbers for Fiscal Year 2017-2018 noting they were preliminary and would likely change as more information is received.

Mark Vest asked if the budget figures for SPASC included the estimated training costs out of Human Resources. Maderia Ellison responded that it did not.

7. **Assurance Argument**
Dr. Swarthout gave a brief overview of what it means to be on Open Pathway. There are two components, one is the Assurance Argument and the other is a Quality Initiative Project which for us is PASS which is in the Persistence, Completion and Retention Academy. Quality Initiative is a Pass or Fail deal and we need to show a genuine intent and effort on the project. Our next commission evaluation is in 2019-2020. The Assurance Argument is a very directed and concise document, with a word limit, on each of the five criteria plus federal compliance. Small teams have been set up to tackle each criterion and federal compliance, who may draw in other members from the college.

Stan Pirog commented that the group was asked to read an Open Pathways book and it noted that changes in control, structure and organization could have an effect on the college's open pathway participation and asked if the college was in any danger there. Dr. Swarthout responded that it will not be an issue unless multiple members of the team leave in the next two years and is not worried.

Mark Vest noted that Mohave's Chief Academic Officer has offered to appear by Skype to talk to SPASC if requested and Mohave were one of the Pioneer Colleges for Open Pathways.

8. **Enrollment Management**
Mark Vest offered everyone who submitted suggestions to discuss their own ideas and commented that he would review the suggestions provided and pull together an outline on how to proceed with the Enrollment Management Plan to present at the next meeting. Randy Hoskins reviewed his own suggestions which were not posted to MyNPC. Paul Hempsey will post them as soon as the system is operational again.

9. **Next Steps/Review of Tasks/Agenda Items**

> **Task:** Suggestions on options for Educational Technology for employees – **All Committee**
> **Task:** Pull Enrollment Management Planning Suggestions together and provide a path forward – **Mark Vest**
> **Task:** Agenda Items – **Paul Hempsey**:
> > I. Feedback on Educational Technology Report and Suggestions
> > II. Enrollment Management
> > III. Transportation Committee Report

10. **Adjourn**
Eleanore Hempsey made a motion to adjourn .Maderia Ellison seconded. ***Motion passed unanimously.***