

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Monday, August 7th 2017

9:30 a.m. – 12:00 p.m.

PDC – NLC 142

Voting Members in Attendance: Stan Pirog (Proxy for Ann Hess); Eleanore Hempsey; Peggy Belknap; Vicki Bessinger; Colleen Readell; Randy Hoskins; Nicole Ulibarri; Maderia Ellison; Susan Jamison; PJ Way; Mark Ford.

Advisory Members in Attendance: Mark Vest; Amber Hill; Bill Fee; Jason Foutz; Jennifer Bishop; Judy Yip-Reyes; Deb Myers.

Others in Attendance: Paul Hempsey (Recorder);

1. Call to Order

Mark Vest called the meeting to order.

2. Roll Call

Paul Hempsey conducted the Roll Call.

3. Approval of Minutes from 07/21/2017

*Eleanore Hempsey made a motion to approve the 07/21/2017 minutes with a suggested edit. Stan Pirog seconded. **The motion passed with a majority vote.***

4. Accreditation

Mark Vest introduced Judy Yip-Reyes as the new Data Analyst for the college and asked the committee to introduce themselves.

Randy Hoskins mentioned that the previous incarnation of the Criterion teams had provided reports to the SPASC Committee which could be a resource for the current teams. Randy Hoskins also highlighted the updates to Criterion 5 from Maderia Ellison and suggested that this is the format used for every team going forward. Another plus for the new Criterion Teams were the notes in the reports on areas they believed the college was not in compliance.

The Criterion Teams provided their reports to SPASC and the committee had the chance to offer suggestions. Mark Vest suggested that there will be a very aggressive schedule for the Fall for each team to start producing results. Dr. Yip Reyes will need added to the Higher Learning Commission (HLC) Assurance site as a Coordinator and Mark Vest offered to give up his spot and asked Paul Hempsey to make arrangements. Jason Foutz has been added to Criterion Team 1 and may replace Dr. Swarthout as Team Lead.

Stan Pirog asked if there was an opportunity to develop a process that can be followed in the future to help the teams of the future. Building the evidence files throughout the 10 year period instead of rushing in the final years to identify and collect everything while writing the arguments.

Mark Vest mentioned that he hoped, with the help of Eva Putzova and the hiring of Dr. Yip-Reyes, the college would be able to better identify the areas it has data, is missing data, and start the work on correcting issues. Deb Myers mentioned that the college could now pull data from the State's DES department but the data was, currently, not in a useful format. Mark Vest also mentioned that the college was part of the Assessment Academy during the last HLC review and therefore did not have a good sense if we are on track or not.

Peggy Belknap mentioned that it would be great for all Criterion Teams to have examples of good arguments from other institutions, if available, as a good starting point for their own work. Mark Vest noted that examples were available on the HLC Website and suggested everyone read over them.

Mark Vest mentioned that faculty would start receiving a series of Qualtrics surveys from Criterion Team 3 to help gather the evidence they will require to write their arguments.

The Committee discussed changes that may be helpful to make to the Evidence form that the Criterion teams were using for both current evidence gathering and for future efforts. Mark Vest offered to make the changes and send to the Criterion Teams.

SPASC asked the Criterion teams to prepare Outlines by October 16th and provide to Paul for posting before the October 20th meeting. Drafts would then be required by December 11th for Paul to post for December 15th meeting.

5. Next Steps/Review of Tasks/Agenda Items

Task: HLC Slideshow on most common shortcomings in Open Pathway reviews to the Committee and data analysts – **Mark Vest**

Task: Invite Jeremy Raiser to next meeting – **Paul Hempsey**

Task: Invite Criterion Teams to October 20th meeting – **Paul Hempsey**

Task: Provide a template for Criterion Teams to use – **Mark Vest**

Task: Meeting between Dr. Swarthout, Judy Yip-Reyes, and Deb Myers – **Paul Hempsey**

Task: Agenda Items – **Paul Hempsey:**

- I. Convocation Debrief
- II. Federal Compliance
- III. VPAT – Sandy Manor

6. Adjourn

*Stan Pirog made a motion to adjourn. Eleanore Hempsey seconded. **Motion passed unanimously.***