

**Northland Pioneer College**  
**Strategic Planning and Accreditation Steering**  
**Committee Meeting Minutes**

Friday, December 15th 2017

9:00 a.m. – 11:30 p.m.

PDC – NLC142

**Voting Members in Attendance:** Jason Foutz (Proxy for Eleanore Hempsey); Randy Hoskins; Peggy Belknap; Susan Jamison; Maderia Ellison; Ann Hess; Colleen Readel; Nicole Ulibarri; Vicki Bessinger

**Advisory Members in Attendance:** Dr. Jeanne Swarthout; Mark Vest; Christine Roediger; PJ Way

**Others in Attendance:** Pam Dominguez (Recorder); Amber Hill;

**1. Call to Order**

Randy Hoskins called the meeting to order.

**2. Roll Call**

Randy Hoskins had everyone introduce themselves and say if they were a voting member.

**3. Approval of Minutes from 12/01/2017**

*Maderia Ellison made a motion to approve the 12/01/2017 minutes as presented.*

*Colleen Readel seconded. **The motion passed unanimously.***

**4. Invited Guests**

Dr. Swarthout gave the dates of the HLC visit November 19-20, 2019. Dr. Swarthout stated that everyone is to be there, so put this on your calendar. Assurance Argument entry will be lockdown on October 21, 2019. The visiting team gets access to the Assurance Argument and may ask for additional documents. The Assurance Argument needs to have redundancy removed and only serious evidence added to cut down on the word count. Criterion 1, 2, 3, 4, and 5 of the Assurance Argument were reviewed and discussed.

What are SPASC's expectations?

Read the entire draft and edit your sections. List evidence, identify and name where it currently resides. Pull the writing teams together once a month and start editing. The goal is a spring 2018 semester deadline—roughly 25,000 words. Mark, Ryan Jones, Dr. Swarthout, and IR people need to help build the evidence file. Polish it up in August and September 2018. Make it current in spring 2019. The college as a whole need to know what this means and invite their comments. Dr. Swarthout will talk about the “HLC visit dates and why you should care” at convocation.

**5. Assigned Task Report**

- a. Randy reviewed the draft of the SPASC 12 Month Planning Cycle. The calendar went from 18 months to 12 months. The Accreditation dates need to be added and the rest of the meeting dates, so it can be reviewed.
- b. Randy reviewed the SPASC meeting schedule that has been extended to December 2018 and noted the two notations that Paul had added on August 3 and 17, 2018. *Maderia Ellison made the motion to have one meeting for the month of August 2018 and striking August 17, 2018 in person. Jason Foutz seconded. **The motion passed unanimously.***  
SPASC will meet on August 3, 2018 in person and cancel August 17, 2018.
- c. Randy reviewed the Convocation Agenda.
- d. Maderia spoke about the tax reform that will impact the majority of us. PJ spoke about Net Neutrality and how he feels it will not have an impact on the college. The group discussed the possible effects of Net Neutrality on the public.

## 6. Break

## 7. Current Strategic Priorities

Randy explained how the strategic planning committee went *from* pages of priorities that were tied to the pillars *to* the committee being reformed and fewer priorities. Convocation assisted in naming the priorities that the committee would work on. The committee identified 4 priorities. In September 2, 2016 at a SPASC meeting, Dr. Swarthout was concerned that the college did not have an Enrollment Management Plan and Technology Plan; both plans have been included in priorities 3 and 4.

## 8. Long Term Plans/Concerns/Actions

Randy will stay as co-chair one more year. The committee will need to elect the staff member as co-chair who can go to the HLC conference. We are at the point to elect a co-chair to work with Randy. Mark suggested coming back to the January meeting with names for a nominee and an alternate.

## 9. Executive Report

Dr. Swarthout reported the HLC visit dates above in item 4.

## 10. Next Steps/Review of Tasks/Agenda Items

**Task:** Update the Planning Calendar – **Randy Hoskins** and **Mark Vest**

**Task:** Meet with OR – **Randy Hoskins** and **Mark Vest**

**Task:** Deans to identify a faculty member and a potential alternate for each one of their areas for membership – **Mark Vest**

**Task:** Identify a nominee and an alternate from Business (7) - **Maderia 7**

**Task:** Identify a nominee and an alternate from Student Services (8) and Student Services Director (11) – **Mark Vest**

**Task:** Identify a nominee and an alternate from Operations (9) – **Jason Foutz**

**Task:** Identify a nominee and an alternate from IS (10) – **PJ Way**

**Task:** Set up meeting dates for the Writing Teams and notify the Criterion Teams – **Paul Hempsey**

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

- I. Elect Co-Chair
- II. Homework-read and comment on the work the Criterion Teams have done.

### **11. Adjourn**

*Ann Hess made a motion to adjourn. Jason Foutz seconded. **The Motion passed unanimously.***