

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, May 18, 2018
9:00 a.m. – 11:30 p.m.
WMC – Aspen Center 111

Voting Members in Attendance: Lauren Maestas (Proxy for Maderia Ellison); Jessica Kitchens (Proxy for Susan Jamison); Eleanore Hempsey; Randy Hoskins; Ann Hess; Vicki Bessinger; Nicole Ulibarri; Peggy Belknap

Advisory Members in Attendance: Mark Vest; Dr. Swarthout; Chris Roediger

Others in Attendance: Paul Hempsey (Recorder); Gail Campbell

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 4/20/2018

*Eleanore Hempsey made a motion to approve the 4/20/2018 minutes as presented. Peggy Belknap seconded. **The motion passed unanimously.***

4. Invited Guests:

Criterion Team Reports

The members of the Criterion teams who were present provided an update on the Assurance arguments and answered questions and concerns from the committee. Dr. Swarthout noted that they were all still drafts and work would continue. Criterion 1 would need a full re-write at this point. Mark Vest noted that Criterion three is still too long and conversational. Criterion 4.A. could already be rewritten as we just received the first program reviews using a new template. Mark Vest also noted that evidence files would not be finalized till next year so we provide the most up-to-date information.

Eleanore Hempsey asked what the Criterion Teams need from SPASC. Dr. Swarthout noted the major item still missing was a Technology Plan which is something SPASC can promote.

5. Assigned Task

External Communication

Ann Hess presented the External Communication Operational Plan and Priority Worksheet. Ann Hess noted that the Social Media position had closed and she had asked HR to follow-up with candidates before the hiring committee reviews

applications. Ann Hess also noted that Marketing would have a media retreat over the summer to discuss the best avenues to utilize to market the college. The committee had the opportunity to ask questions which Ann answered.

*Peggy Belknap made a motion to approve the Social Media portion of the External Communication plan. Vicki Bessinger seconded. **The motion passed with a unanimous vote.***

Mark Vest noted that he would like to see potential costs for the other options Ann Hess was promoting in the plan. Randy Hoskins agreed and also noted the potential of not getting buy-in from the areas that would be using any new technology purchased. The committee suggested Ann Hess get more familiar with Starfish and the capabilities that software may have. Randy Hoskins suggested a task force might be a good idea to work on this priority to bring options, costs, and alternatives to the group. Mark Vest asked the committee to provide specific direction to Ann Hess at a future meeting so she can narrow the task. Peggy Belknap also mentioned that if funds were required for any of the projects the committee would need to make a decision by the December meeting to include in budget discussions.

6. Break

The committee took a 5 minute break.

7. Planning Cycle

Randy Hoskins reviewed his version of the planning cycle with the group, highlighting the deadlines that have been moved and/or missed, and asked everyone to have a look at it again and provide feedback on what they deem as reasonable targets for the priorities. Eleanore Hempsey suggested the ORs would have a better idea of how long they will need and perhaps they should be included in the conversation.

8. Upcoming Strategic Priorities

Not discussed.

9. Long Term Plans/Concerns/Actions

Not discussed.

10. Executive Report

Not discussed.

11. Next Steps/Review of Tasks/Agenda Items

Task: Review Randy's edits on the Planning Cycle. Review any other calendars available. Paul will start an email chain with the Planning Cycle as a word document, having checked off the completed tasks, and the committee can edit and comment –

Committee and Paul Hempsey

Task: Invite new members to Summer meetings – **Paul Hempsey**

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

- I. SPASC Page Revamp
- II. Convocation
- III. Planning Cycle

12. Adjourn

*Eleanore Hempsey made a motion to adjourn. Ann Hess seconded. **The Motion passed unanimously.***