

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, June 15th, 2018

9:00 a.m. – 11:30 p.m.

PDC – NLC 142

Voting Members in Attendance: Eleanore Hempsey; Susan Jamison; Peggy Belknap; Colleen Readell; Maderia Ellison; Randy Hoskins.

Advisory Members in Attendance: Mark Vest; Chris Roediger.

Others in Attendance: Paul Hempsey (Recorder); Jeanne Swarthout; Jessica Kitchens; Karen Baker; Lauren Maestas.

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 05/18/2018

Due to lack of a quorum this item was postponed till the next meeting.

4. Invited Guests:

Employee Training

Chris Roediger presented a SWOT of Training at the college. The committee highlighted some training at the college that was not on the current list. Chris Roediger asked for direction from the committee noting that she was putting together a staffing proposal in HR that will change how the department might be run. She believed that the Training position should be full-time. Randy Hoskins and Mark Vest noted the history of the position and what the committee originally hoped to accomplish.

The committee offered suggestions on current and future needs for the college and how training fits in.

Enrollment Management Team

Mark Vest noted that the Enrollment Management team had met twice since the last meeting and discussed how to merge the Enrollment and Tech Plans and came up with smaller teams to tackle the five priorities they recommended to the committee. They hope to be able to report out at the August SPASC meeting.

5. **Assigned Tasks:**

Planning Cycle:

The committee discussed the edits that had been received and what was missing and what could be removed. President Swarthout noted that they might want to consider adding a number of items with regards to the HLC Peer Review visit in 2019 and offered the following suggestions:

September 2018

- Assurance Argument re-writes complete and reviewed by Criterion Teams
- SPASC receives Arguments and provides feedback allowing 2 months for final edits
- Evidence file protocols defined and formatted
- Tech Plan required by this date

November 2018

- SPASC and Criterion Teams complete final review of arguments
- 4 or 5 months to review all data, evidence, protocols, etc.

April 2019

- SPASC reviews final product and takes to DGB and college for comments. Just enough time to review feedback and make changes if needed

August 2019

- All links added to argument and final check that they work

September 2019

- Assurance Argument locked

Randy Hoskins offered to incorporate these items into the planning cycle and bring to the next meeting.

Due to lack of a quorum no action was taken on this item.

6. **Break**

The committee took a five minute break.

7. **SPASC Page on MyNPC**

The committee discussed changes to the SPASC page on MyNPC and Paul Hempsey was tasked on making the necessary updates and conducting training for the committee at the August meeting.

8. **Strategic Reports**

Transportation Pilot needs to remain a pilot and gather more data.

9. Long Term Plans/Concerns/Actions

No discussion.

10. Executive Report

None

11. Next Steps/Review of Tasks/Agenda Items

Task: Redesign SPASC MyNPC page to incorporate changes discussed – Paul Hempsey

Task: Train SPASC on MyNPC page layout – Paul Hempsey (August)

Task: Op Plan and Worksheet for Training – Chris Roediger (July)

Task: Onboarding of new members – Mark Vest (August)

Task: Review Planning Cycle once changes are made – All Committee

Task: Update the Planning Cycle as discussed – Randy Hoskins

Task: Agenda Items – Paul Hempsey:

- I. Tech Plan
- II. Planning Cycle (Action item)

12. Adjourn

Randy Hoskins declared the meeting over.