

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

Friday, November 16, 2018

9:00 a.m. – 11:30 a.m.

WMC – Aspen Center 111

**Voting Members in Attendance:** Judy Yip-Reyes (Proxy for Peggy Belknap); Debra Myers (Proxy for Jessica Kitchens); Kathy Burson; Coleen Readel; Susan Jamison; Ann Hess; Karen Baker; Lauren Maestas; Kevin Jones.

**Advisory Members in Attendance:** Randy Hoskins.

**Others in Attendance:** Paul Hempsey (Recorder); Amber Hill; Mark Vest.

**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 11/02/2018**

*Colleen Readel made a motion to approve the 11/02/2018 minutes. Kevin Jones seconded. **The motion passed unanimously. Debra Myers abstained.***

**4. Assigned Tasks**

The committee discussed the meeting schedule for 2019 and locations to utilize.

*Kevin Jones made a motion to rotate 3 in-person meetings, utilizing PDC, SCC, and WMC as meeting locations, followed by a meeting on a distance system, every two months using the first and third Fridays each month, with a start time of 9am for in-person meetings and 8:30am for distance and keeping them at 2 and a half hours in length. Colleen Readel seconded. **The motion passed unanimously.***

Randy Hoskins reviewed the SPASC Handbook with the committee and asked the committee to review and provide further feedback to Judy Yip-Reyes by December 4<sup>th</sup> to finalize at the December 7<sup>th</sup> meeting. Ann Hess commented that she would like to see a Proxy list returned to the committee membership list in Procedure 2125.

*Ann Hess made a motion that the committee recommends to President Vest that he include a list of, at least two, non-voting members for SPASC in Procedure 2125, who will attend all meetings and serve as proxies when required. Colleen Readel seconded. **The motion passed unanimously.***

Judy Yip Reyes reviewed the Accreditation Priority Worksheet and Operational Plan noting that she did not receive any feedback from the committee. Randy Hoskins asked Judy Yip-Reyes to create, using his template, a standardized form for the committee to provide feedback on to ORs.

*Colleen Readel made a motion to approve the Accreditation Priority Worksheet and Operational Plan. Susan Jamison seconded. **The motion passed unanimously.***

**5. Assurance**

Amber Hill, representing the drafting team for Criterion Five, asked questions on the feedback the committee provided, with committee members providing assistance where needed.

Judy Yip-Reyes discussed the next steps in the process, noting a potential change to the schedule and that criterion teams were behind on providing evidence files.

**6. Break**

The committee took a five minute break.

**7. Invited Guest**

Amber Hill presented the Priority Worksheet and Operational Plan for web-based registration, payment, and support service delivery system, highlighting the steps the group had taken to get to this point and noting an expected go live date for Fall 2021 registration.

**8. Discussion**

Judy Yip-Reyes provided a recap of the Joint SPASC and Instructional Council meeting noting a survey would be coming out next week, for the committees to provide input, before it goes to the college.

**9. Executive Report**

President Vest noted the Exec Team would discuss Convocation schedule on Monday of next week but he would like to keep timing similar to the Fall 2018. Multiple groups have asked for time in the afternoon. CASO may run an auction. A possible main session topic will be Enrollment 101, similar to the Finance 101 in Fall 2018. Alerting the college to the Accreditation visit and what they need to do for it should be a requirement. The committee was asked for suggestions on how they will provide the accreditation update. An agenda outline was created as shown below with suggested presenters.

WELCOME – 9 – 9:15am Mark Vest

STRATEGIC PRIORITIES 9:15 – 9:45 SPASC

ENROLLMENT 9:45 – 10:30 Mark Vest

CAPITAL IMPROVEMENTS 10:30 – 10:45 Maderia Ellison

BREAK 10:45 - 11

ACCREDITATION 11 – 11:45

Provide an overview and look at the planning calendar. (10mins) - Randy

Have each of the drafting teams do a three minute summary. (20mins) – Criterion Teams

Strengths and weaknesses. (10mins) – Mark

What comes next. (5mins) (Communication Plan and Review arguments and evidence files) – Colleen and Judy

INSTITUTIONAL LEARNING OUTCOMES 11:45-12 Rickey Jackson

WRAP UP 12-12:15

CONVO EXIT SURVEY

POTENTIAL AFTERNOON SESSIONS starting 1:30pm

HR/ASRS

President

Accreditation Work Session

United Way

CASO

Faculty Association

Assessment Workshop

It was suggested that the committee should plan to educate the Board at each Board meeting in 2019 and send reminders and helpful information to the entire college.

## **10. Long Term Plans/Concerns/Actions**

Not discussed.

## **11. Next Steps/Review of Tasks/Agenda Items**

**Task:** Provide new Meeting schedule with times and locations to committee – **Paul Hempsey**

**Task:** Acronyms follow-up – **Paul Hempsey** with **Rickey Jackson**

**Task:** Alert Convocation presenters – **Paul Hempsey**

**Task:** Alert Afternoon Session presenters and assign rooms – **Paul Hempsey**

**Task:** Board Training Plan on Accreditation by January – **All Committee**

**Task:** Convocation Agenda to the Committee – **Paul Hempsey**

**Task:** Provide SPASC Handbook feedback to Judy Yip-Reyes by December 4<sup>th</sup> – **All Committee**

**Task:** Review Procedure 2125 when received from President Vest – **All Committee**

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

- I. Board Training on Accreditation
- II. SPASC Handbook

III. Criterion 4 Review of Changes

**12. Adjourn**

*Kevin Jones made a motion to adjourn. Ann Hess seconded. **The Motion passed unanimously.***