

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, December 7, 2018

8:30 a.m. – 11:00 a.m.

Connected Classroom II

Voting Members in Attendance: Peggy Belknap; Randy Hoskins; Colleen Readel; Kathy Burson; Susan Jamison; Jessica Kitchens; Ann Hess; Lauren Maestas.

Advisory Members in Attendance:

Others in Attendance: Paul Hempsey (Recorder); Judy Yip-Reyes; Josh Rogers.

a. Call to Order

Colleen Readel called the meeting to order.

b. Roll Call

Paul Hempsey conducted the roll call.

c. Approval of Minutes from 11/16/2018

*Jessica Kitchens made a motion to approve the 11/16/2018 minutes as presented. Ann Hess seconded. **The motion passed unanimously. Peggy Belknap abstained.***

d. Assigned Task

2019 Meeting Calendar:

The committee discussed the drafts Colleen Readel posted to the SPASC page in MyNPC.

*Susan Jamison made a motion to approve Draft 1 of the 2019 meeting calendar. Ann Hess seconded. **The motion passed with a majority vote. Peggy Belknap opposed.***

SPASC Handbook:

The committee discussed the need to receive a copy of the revised Procedure 2125 from President Vest to finalize the handbook. Judy Yip-Reyes offered suggestions on additions to the handbook which the committee discussed. The committee acknowledged that this would be a living document. Randy Hoskins suggested some of the additions may be better suited in a separate training document for members.

e. Spring 2019 Convocation

2018-19 Strategic Priorities

Colleen Readel asked if anyone was willing to assist with the Strategic Priorities presentation during Convocation. Peggy Belknap offered to assist but mentioned she would be presenting for multiple Criterion Teams later in the day. Susan Jamison offered to present the information provided to the Board at the November meeting.

Accreditation:

Judy Yip-Reyes provided a draft PowerPoint for the committee to review and comment on. The committee discussed what information was important to provide to the college and who would be presenting.

f. Break

The committee took a five minute break.

g. Board Training on Accreditation

Randy Hoskins suggested the committee set up a calendar of Board meetings and assign committee members for certain meetings and topics. It was also suggested that the committee ask the Board what training they thought they needed. Randy Hoskins also suggested reviewing the planning calendar and having members provide updates on those subjects as well.

h. Accreditation

Judy Yip-Reyes updated the committee on the current status of Accreditation and noted evidence collection had increased but was still behind schedule. Randy Hoskins asked if Judy Yip-Reyes would go back to her planning cycle and add strikethroughs to the completed tasks. The new website and the missing evidence files were discussed in detail and the timeframe needed to find them or remove them from the arguments. It was suggested that a master list of missing evidence was compiled and sent to the college and this could be a start of the communication plan.

i. Executive Report:

No report.

j. Long Term Plans/Concerns/Actions

k. Next Steps/Review of Tasks:

Task: Email Colleen, Randy, and Paul if you cannot attend the Dec 21 and January 4th meetings – **All Committee**

Task: Email Randy, Colleen, and Paul on what month(s) you can present to the Board – **All Committee**

Task: Coordinate the Strategic Priorities Session at Convocation – **Susan Jamison**

Task: Reach out to Criterion Teams about their role at Convocation – **Randy Hoskins and Colleen Readel**

Task: Ask Criterion Teams to create a list of missing evidence to be sent to the college to help find it – **Randy Hoskins**

Task: Review any unapproved Operational Plan and Priority Worksheets – **All Committee**

Task: Create a standardized form for committee members to provide feedback on Priorities – **Judy Yip-Reyes**

Task: Set up a report out schedule for ORs – **Randy Hoskins**

Task: Reach out to IS to create an email address for SPASC to receive feedback – **Colleen Readel**

Task: Add strikethroughs to completed tasks on the Accreditation planning cycle – **Judy Yip-Reyes**

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

i.

I. Adjourn

*Ann Hess made a motion to adjourn. Susan Jamison seconded. **The motion passed unanimously.***