

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, February 15, 2019

8:30 a.m. – 11:00 a.m.

Connected Classroom II

Voting Members in Attendance: Susan Jamison; Jessica Kitchens; Randy Hoskins; Kathy Burson; Colleen Readel; Peggy Belknap; Ann Hess; Jason LaBute (Proxy for Karen Baker); Lauren Maestas.

Advisory Members in Attendance:

Others in Attendance: Paul Hempsey (Recorder); Jeremy Raisor; Jason LaBute; Kelli Freeman; Renell Heister; Judy Yip-Reyes; PJ Way.

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 02/01/2019

*Colleen Readel made a motion to approve the 02/01/2019 minutes as presented. Jason LaBute seconded. **The motion passed unanimously.***

4. Invited Guests

Enrollment Management Financial Aid:

Jeremy Raisor provided an update on the Financial Aid portion of the Enrollment Management Priority noting that a request to purchase PowerFaid's will go to the Board next week and the hope is to integrate into the process in 3-6 months. The committee discussed the timelines and any potential issues with the implementation of the changes in the Financial Aid area.

Enrollment Management External Communication – Social Media:

Ann Hess introduced Kelli Freeman who provided an update on Social Media from the External Communication portion of the Enrollment Management Priority and answered questions from the committee. Kelli mentioned some of the ways she has tried to engage students and the community and asked for any suggestions for engaging the younger demographics.

Enrollment Management External Communication – Priority Worksheet:

Ann Hess noted that she made the request to fund the Texting program and will find out at the Budget Meeting on March 1st if she will have approval.

5. Accreditation

Federal Compliance:

Jeremy Raisor provided an update on the Federal Compliance portion of the Criterion arguments and noted that he was busy compiling the requested appendices. Jeremy Raisor noted the questions he was asking with regards to the contact time on his Credit Hour Worksheet.

Evidence:

Judy Yip-Reyes provided a verbal report on evidence gathering and where the editing team was with the argument drafts. By the end of February they hope to have a draft for SPASC to review. Criteria 1 and 5 needed more assistance in collecting evidence files. Randy Hoskins confirmed how the group would like to receive feedback on the drafts and the timeline for providing comments. It was suggested that the committee break up the review arguments and evidence so the whole committee is not reviewing everything.

6. Break

The committee took a five minute break.

7. Assigned Tasks

SPASC Calendar:

*Peggy Belknap made a motion to approve the Planning Calendar and Board Training Calendar. Colleen Readel seconded. **The motion passed unanimously.***

Criterion Teams:

Judy Yip-Reyes noted the editing team and criterion teams were meeting today, Friday, February 15.

2020-21 Academic Calendar:

Susan Jamison reported that Nursing would have a problem with a Fall Break as it would interfere with their clinicals schedule.

DGB Presentations and Presenters:

Randy Hoskins noted the SPASC presentations and presenters for the February and March board meetings.

8. Current Strategic Priorities

HLC Communication Plan:

Judy Yip-Reyes reviewed the documents she had prepared for a communication plan to address the HLC Peer Review visit with the college. Posters with the college Mission statement have already gone up around the college locations in high visibility areas.

Judy Yip-Reyes noted that the college had three main groups to help understand their role for the visit, faculty, staff and students. The committee discussed ideas on reaching

each group with the information and receiving feedback, which included adding a message, with a link, inside each Moodle shell.

*Susan Jamison made a motion to approve the HLC Communication Plan as presented. Colleen Readel seconded. **The motion passed unanimously.***

9. Long Term Plans/Concerns/Actions

PASS is working on a final Impact Report which will be due in May.

10. Executive Report:

No report.

11. Next Steps/Review of Tasks:

Task: Let Colleen and Randy know if you have a preference on which Criterion Argument you would like to review – **All Committee**

Task: Provide feedback to Judy Yip-Reyes on the HLC questions for the college – **All Committee**

Task: Update Financial Aid Priority timeline – Jeremy Raisor

Task: Federal Compliance feedback – Jeremy Raisor and Judy Yip-Reyes

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

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12. Adjourn

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