

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, March 1st, 2019

9:00 a.m. – 11:30 a.m.

PDC – NLC 143

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

Advisory Members in Attendance: Rickey Jackson.

Others in Attendance: Paul Hempsey (Recorder); 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 2/15/2019

Jessica Kitchens made a motion to approve the 2/15/2019 minutes. Ann Hess seconded. The motion passed unanimously.

4. Invited Guests

Guided Pathways Update:

Rickey Jackson provided a verbal report to those present and stated a written report will be provided by the next meeting as they had received an overwhelming amount of data.

Tech Plan Update:

PJ Way reviewed the Tech Plan noting that it had been reviewed by the Exec Team and their suggested changes had been incorporated in the draft being viewed and this was close to the final product. PJ Way answered questions from those present and suggested that this was a 3-5 year plan that would need continual updates as technology, and the need for technological solutions, evolves. PJ Way was asked to provide some additional pieces of evidence that could help with the peer review visit.

5. Accreditation

DGB Training:

Judy Yip-Reyes provided a review of the PowerPoint presentation that she plans to use for the Accreditation training to the Board at the March meeting noting that she did not make it through all the material at the February meeting. Randy Hoskins suggested the

committee visit the Higher Learning Commission website and review the available materials for a comprehensive visit.

HLC Arguments/Evidence Files

Judy Yip-Reyes suggested the draft was 75% complete and asked SPASC to help provide feedback and note any additional evidence that might be used to complement the arguments. Judy Yip-Reyes gave a demonstration on the HLC Assurance site and noted the college was limited in the number of users who could access it but would work on allowing the committee access.

Randy Hoskins noted that nobody had volunteered for a particular section of the argument to review so he had assigned committee members as follows:

- Criterion 1: Karen Baker & Jessica Kitchens
- Criterion 2: Peggy Belknap & Ann Hess
- Criterion 3: Kevin Jones & Randy Hoskins
- Criterion 4: Cathy Burson & Susan Jamison
- Criterion 5: Lauren Maestas & Colleen Readel

The suggested process will be:

1. Login to the Assurance system and review your section
2. Click on as many links as you can to make sure they work
3. Complete feedback sheet
4. Suggest additional evidence files that could be used

Complete by April 5th please.

6. Break

The committee took a five minute break.

7. Assigned Tasks

DGB Presentation and Presenter – External Communication:

Ann Hess reported that the presentation to the Board would be similar to the presentation SPASC received at the February 15 meeting.

Colleen Readel noted that Chris Roediger should be presenting on Internal Communication at the April meeting.

8. Current Strategic Priorities

Judy Yip-Reyes asked those committee members that had not responded to the email with the questions from the Communication team to please email their answers to her as soon as possible and then discussed what the primary purpose of asking the committee to answer the questions was and how it would be used to encourage the entire college to answer the questions.

Judy Yip-Reyes provided the updated view that students might see and the committee discussed the phrasing used when asking students to consider how NPC benefits them. The committee offered suggestions on other ways to utilize the material once gathered.

9. Long Term Plans/Concerns/Actions

No discussion.

10. Executive Report

No discussion.

11. Next Steps/Review of Tasks/Agenda Items

Task: Complete feedback form for the Tech Plan and send directly to PJ Way by April 5th
– **All Committee**

Task: Review arguments and evidence files by April 5th and complete the feedback sheet and send to Judy Yip-Reyes – **All Committee**

Task: Provide access to the Assurance site for committee members – **Judy Yip-Reyes**

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

- i. Guided Pathways written report and review
- ii. Academic Calendar

12. Adjourn

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