

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, May 17th, 2019

9:00 a.m. – 11:30 a.m.

PDC – NLC 143

Voting Members in Attendance: Jason LaBute (Proxy for Karen Baker); Jessica Kitchens, Susan Jamison, Randy Hoskins, Lauren Maestas, Peggy Belknap

Advisory Members in Attendance: Rickey Jackson, Mark Vest

Others in Attendance: Pam Dominguez (Recorder); Judy Yip-Reyes

1. Call to Order

Randy Hoskins called the meeting to order.

2. Roll Call

Pam Dominguez conducted the roll call.

3. Approval of Minutes from 5/3/2019

*Peggy Belknap made a motion to approve the 5/3/2019 minutes as presented. Lauren Maestas seconded. **The motion passed unanimously.***

4. Invited Guests

Internal Communication:

Moved to next meeting.

PASS Update:

The HLC Academy is coming to an end. Judy Yip-Reyes reviewed a PowerPoint presentation on the PASS team's results that will be presented to the HLC Academy. On May 29-30, a group from the college will attend the HLC Academy, at the same time the college will submit part 1 of the final impact report to the academy. Shortly after attending the forum, part 2 of the impact report will need to be completed. The three major initiatives for the PASS Project are Starfish Early Alert System, Student Success Course, and Faculty Success Coaches. PASS Project measures with the HLC academy are: Retention, Persistence, and Completion. In the presentation, there are four goals listed by the PASS team: 100% advisory attempt outreach rate to students with a level 2 flag, at least 75% of faculty using Starfish Early Alert System by the end of FA18, increase retention and persistence rate by 1.5 percentage point each year over a 5-year period, and increase completion by at least 1 percentage point each year over a 5-year period. Judy reviewed initiative data. Student Success Course feedback: the next step is to identify some method to measure whether or not knowledge acquisition leads to behavior, increase in the number of students for funding/financial aid, increase in

student usage of AZTransfer website, decrease in misconduct. PASS team will need to recommend a new set of measures based on student behavior with this knowledge acquisition and provide it to SPASC and the President. Starfish Early Alert data shows faculty are changing their behavior. A discussion needs to happen about the sustainability of the project to make it more strategic, intentional, and maximize the resources to make it more efficient. It was suggested that we need to contact students receiving *In Danger of Failing* (IDOF) flags after the semester to see if there is an identifiable pattern. It was also suggested that we need to target specific students going forward. It was questioned if students have enough resources in the first four weeks. Training for faculty and adjunct faculty going forward would also be helpful.

ERM/DGB Surveys:

DGB has asked SPASC to lead the institution with a needs assessment for our communities, stakeholders, and students. Is there a need that we are not providing in a particular area or industry? Creating an ad hoc group of cross sections of the college and finding out what other institutions are doing for their needs assessment will be the first step. An email will be sent to see who is interested to serve on the ad hoc group. SPASC will then decide who will serve.

5. Accreditation

Assurance:

DGB and the college had a month to review the assurance argument. Judy received no feedback from the DGB. Judy did receive feedback from the college. Criterion leaders received the feedback and have until the end of May to revise. Evidence is almost 99% done. Judy will be working with the editing team throughout the summer. SPASC's designees will have the final draft August 2-26. The assurance argument has been sent to Dr. Clark; she will visit with Mark and Judy on May 22. The college will be locked out in the middle of September.

Next Steps:

The next meeting will designate which SPASC members review the final draft.

6. Assigned Tasks

Training Plan:

Internal Communication:

Tech Plan:

Jason would like everyone to read and give feedback on the timelines. Jason will need to discuss any specific projects to be included. The Technology Needs survey closes today and the results will need to be incorporated into the Tech Plan. Judy will send Jason the report of the survey results.

7. No Break

8. Current Strategic Priorities

Communication:

DGB Presentation:

SPASC is not presenting at May's DGB meeting. In June, Judy will continue to work with the Board on sample questions. May HLC practice questions for staff and faculty are ready to be sent out. Judy will send questions to the Executive team who will then send on to their areas.

9. Long Term Plans/Concerns/Actions

Procedure 2125:

Modify procedure 2125

Summer Meeting:

Summer meeting schedule set June 21, July 5 & 19.

10. Executive Report

No discussion.

11. Next Steps/Review of Tasks/Agenda Items

Task: Paul to add Internal Communication to agenda on June 21.

Task: Colleen to send out Tech feedback for review.

Task: Rickey to send an All NPC Needs Assessment email by May 24.

Task: Committee will read Tech Plan and provide feedback to Jason by the end of May.

Task: Cancel June 7 SPASC meeting and extend June 21 SPASC meeting to all day 9a-3p.

Peggy made a motion to cancel June 7 meeting and turn June 21 to an all day meeting

*Jason seconded. **The motion passed unanimously.***

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

- i. Internal Communication
- ii. Needs Assessment email
- iii. Convocation Outline
- iv. Annual SPASC Summary to DGB

12. Adjourn

*Jessica Kitchens made a motion to adjourn. Susan Jamison seconded. **The Motion passed unanimously.***