

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, July 19th, 2019

9:00 a.m. – 11:30 a.m.

PDC – NLC 143

Voting Members in Attendance: Judy Yip-Reyes (Proxy for Susan Jamison); Amber Hill (Proxy for Lauren Maestas); Kevin Jones; Cathy Burson; Peggy Belknap; Jessica Kitchens joined at 10:10am.

Advisory Members in Attendance: Jessica Clark; Randy Hoskins; Ann Hess

Others in Attendance: Paul Hempsey (Recorder);

1. Call to Order

Kevin Jones called the meeting to order.

2. Roll Call

Paul Hempsey conducted the roll call. A quorum of members was not present.

3. Approval of Minutes from 6/21/2019

No action.

4. Invited Guests

VPLSS:

Dr. Jessica Clark introduced herself and provided a little background asking to be addressed as Jess. The committee members present introduced themselves and their roles at the college.

Tech Plan:

The committee discussed the need for Jason to present the changes he made, from feedback provided from various areas of the college, and also discussed the review process and timeline to have it ready to use as an evidence file for Accreditation.

5. Accreditation

Assurance Update:

Kevin Jones provided an update from the Editing Team and plans to have a final meeting next week to complete their work. At this time, they will also check that there is now evidence provided where noted. SPASC will then be tasked with a final review. Judy Yip-Reyes also provided a review of the work and noted some evidence that was still outstanding.

The timeline suggested was:

- July 26; Editing Team final review
- Judy Yip-Reyes will complete updates from the July 26 meeting
- August 2; Final Narrative goes to SPASC, Drafting Team, and college. Judy will communicate with all parties involved.

Judy Yip-Reyes noted that the final date to receive evidence files would need to be the end of August to allow enough time to write or re-write the cover page and post it before the system is locked.

Randy Hoskins mentioned the Impact Report was completed by the Higher Learning Commission on the Persistence and Completion Academy (Proactive Advising for Student Success (PASS)) and Josh Rogers had the information.

Communication Update:

Judy Yip-Reyes reviewed the progress made on accreditation communication with the college and reviewed the July update. Judy also reported that the use of an AllNPC email, to provide the monthly questions to the college, resulted in an increase to responses and recommended continuing the practice.

6. Break

The committee took a five-minute break.

7. Convocation

Amber Hill provided an update from Lauren Maestas on preparation for the SPASC report at Convocation.

Judy Yip-Reyes provided an overview of her plans for the Accreditation portion at Convocation. This includes three 15 minute sessions on different topics and asked for SPASC to help assign at least two people to assist with each session. The committee reviewed each session's PowerPoint and suggested ideas on how to keep the audience engaged. The committee also suggested changes to some of the slides.

Judy Yip-Reyes showed the group the "Thrive Guide" that will be placed on every seat in the Main House for every employee attending to take with them. She was asked to provide a copy to Paul Hempsey for distribution to committee members for review, and to Ann Hess so Marketing can be prepared to edit and print before Convocation. Randy Hoskins suggested basing the questions during the Convocation presentation on this guide, which will encourage attendees to review it. Kevin Jones asked if the plan still involved having employees use their cell phones to answer questions and Judy Yip-Reyes commented that it could.

Amber Hill suggested having the materials used during Convocation available for anyone that would like to review them again. It was suggested it should be added to the MyNPC SPASC Page and we can show new employees how to access it. Concerns were raised that there would not be enough time to cover everything.

8. Break-out Session follow-up

Annual SPASC Report to DGB:

Kevin Jones will present at the August District Governing Board meeting using the report provided by Rickey Jackson.

9. Long Term Plans/Concerns/Actions

Judy Yip-Reyes noted that the SPASC Handbook would need updated and submitted as an evidence file for the Accreditation Visit.

Paul Hempsey suggested a discussion on membership and a review of the meeting schedule which currently runs to the end of the calendar year.

The committee discussed how to manage the Board request to gather a community needs assessment and who should be responsible for the task. Dr. Clark offered to gather more information on the request and report back.

10. Executive Report

No discussion.

11. Next Steps/Review of Tasks/Agenda Items

Task: Review the Tech Plan – **All Committee**

Task: Send the Thrive Guide to Paul Hempsey for distribution – **Judy Yip-Reyes**

Task: Send the Thrive Guide to SPASC for review and comment – **Paul Hempsey**

Task: Assist Judy with Accreditation questions to ask at Convocation – **Randy Hoskins**

Task: Assign presenters and audience “plants” to Accreditation Sessions at Convocation – **Judy Yip-Reyes**

Task: Gather further information on Community Needs Assessment request from the Board – **Jessica Clark**

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

i. Tech Plan

ii. Thrive Guide approval at August 2nd meeting.

12. Adjourn

*Amber Hill made a motion to adjourn. Peggy Belknap seconded. **The Motion passed unanimously.***