

Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes

Friday, August 2nd, 2019

9:00 a.m. – 11:30 a.m.

SCC – LC 134

Voting Members in Attendance: Kevin Jones; Colleen Readel; Jessica Kitchens; Cathy Burson; Lauren Maestas; Peggy Belknap.

Advisory Members in Attendance: Randy Hoskins; Judy Yip-Reyes; Ann Hess.

Others in Attendance: Paul Hempsey (Recorder); Anne Lang.

1. Call to Order

Colleen Readel called the meeting to order.

2. Roll Call

Paul Hempsey conducted the roll call.

3. Approval of Minutes from 06/21/2019 and 07/19/2019

There was no quorum available to vote.

4. Invited Guests

Tech Plan:

No discussion.

5. Accreditation

Assurance Editing Status Update:

Kevin Jones provided an update, from the Editing Team, on the status of the arguments and noted that he felt good about where they were at. Judy Yip-Reyes reviewed the amended timeline, which is posted to the Accreditation page within MyNPC, for final reviews of the arguments and noted the final lock date has been pushed back to 9/27/2019. Some evidence files are still in the process of being updated for the new year and the hope is to include the most recent version before locking the system.

Judy Yip-Reyes informed the committee that she has had an initial conversation with the Chair of the Peer Review Team and more information will be forthcoming.

The Committee discussed who would have access to the Assurance site to review the arguments with Colleen Readel volunteering for the open SPASC slot.

6. Break

The committee took a ten-minute break.

7. Convocation

Planning:

Lauren Maestas provided an update on plans to present for SPASC at Convocation noting that Jason LaBute may not be available to assist. She will reach out to others within the college to assist at Convocation.

Judy Yip-Reyes reviewed the training she will conduct with the Board at their August meeting showing the PowerPoint slides she will use. The committee members present thought it was ready to send for inclusion in the Board packet. The committee suggested ideas on how else to assist the Board with their preparations at their Fall retreat.

Judy Yip-Reyes noted that she was not receiving many volunteers to assist with the Assurance portion of the Convocation presentations. The use of menti.com was revisited with some other ways it could be used. The revised PowerPoint was shown and the committee members present offered their thoughts.

Thrive guide:

The committee members present approved the Thrive Guide that Judy Yip-Reyes and Ann Hess have been preparing. Colleen Readel offered to have the front office staff at the Silver Creek Campus put the guide on the chairs before Convocation.

8. SPASC Housekeeping

Membership Vacancies:

With CASO and Faculty Association not meeting currently there is no update in filing the vacancies on the committee.

Annual Report to DGB:

Colleen Readel provided a review of the changes made to the report presented at the last meeting.

Colleen Readel asked the committee members present to review the tentative 2020-21 Strategic Planning and Budget Development Calendar and asked if any of the dates needed changed and if anything should be added. The draft 2020–21 strategic plan and, therefore, the approval most likely need to be pushed back a month.

The committee discussed the need to solicit input from the entire college on what the next priorities in Strategic Planning should be and how ideas could be during or after Convocation.

9. Long Term Plans/Concerns/Actions

No discussion.

10. Executive Report

Anne Lang provided the following report, on behalf of Dr. Clark, on the Board request for a Needs Assessment survey:

It is a needs assessment of ALL STAKEHOLDERS – ie. business, community partners, students. Idea was proposed by a singular member, but then agreed to unanimously by the board. It is a SPASC's task because it is an initiative focused on ALL STAKEHOLDERS, and must involve all members of the campus community. We have the tools available to complete this internally (without hiring an external agency) – i.e. Qualtrics and various survey tools, an Institutional Effectiveness Department to compile and administer the tool, and a committee (SPASC's Enrollment Management Sub-Committee) to develop the survey questions and implementation plan. The primary focus of the Needs Assessment is to look at improving the student experience and opportunity – which is the focus of the Enrollment Management Group. This falls under an initiative that aligns with our Strategic Priority from last year: "to improve NPC's student experience".

11. Next Steps/Review of Tasks/Agenda Items

None noted.

12. Adjourn

Colleen Readel declared the meeting over.