

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
September 16, 2011

Members in attendance: Peggy Belknap, John Bremer, Brian Burson, Paul Clark, Claude Endfield, Andrew Hassard, Blaine Hatch, Jeannie McCabe, Debra Myers, Ryan Rademacher, Mark Vest

Advisory members in attendance: Trudy Bender, Eric Bishop, Maderia Ellison, Eric Henderson, Ann Hess, Cindy Hildebrand

Guests: Colleen Readel (recorder)

- I. Approval of Minutes from 9/2/11
 - a. Motion to approve by Peggy Belknap; second from Ryan Rademacher
 - i. Unanimously approved
- II. Membership update and list cleanup
 - a. Welcome to John Bremer and Paul Clark new members and official voting members
 - b. Claude Endfield regarding her membership, stated she started the year before the HLC visit, so that makes 3-years. A membership is 3-years, this would make her 4th year
 - i. Claude has a conference next week and is extremely busy. She would like to ask to be excused. Eric would like to speak with Jeanne prior to excusing her from SPASC.
 1. Claude left the meeting due to prior commitments
 - c. Eric logged into the Strategic Planning and Accreditation Group on the MyNPC page and showed how to get the documents that he recently added to the site.
 - i. Eric also added an announcement in how we discussed the feedback form hosted by HLC on the new criteria for accreditation. If you click on the announcement it will take you to the link where the form resides.
 - ii. Eric showed the current SPASC membership list
 1. He asked for input regarding the list – none received, no questions from the members
- III. MyNPC SPASC Group page tour
 - a. Eric added the portfolio content membership list
 - i. Eric pulled up the list/email that Mary Mathias has previously sent out. All of those members have accepted.
 1. He asked for input regarding the list – none received, no questions from the membership
 - a. This group will get started when Mark, Blaine, Jeanne and Eric return from Phoenix next week.

- i. Peggy asked for a reminder of where they are going for the new members.
 - 1. Small workshops to get input from the constituents of HLC (NPC and other colleges) and share information about the new criteria for accreditation and also firming up Pathways.
 - b. AZ Community College Long-Term Strategic Vision document
 - i. Debbie Myers explained the document
 - 1. Last year the Community College Presidents got together and designed the metrics that the community colleges wanted to measure themselves on to try to get ahead of all these initiatives
 - a. Debbie has the information just for our community college if anyone is interested in that. We do plan on doing it again in the late winter
 - c. HLC Beta Criteria document
 - i. This is the booklet that has the HLC proposed changes to the criteria for accreditation. It does say Beta, but Eric has heard this will be the permanent information.
 - d. If you are new to SPASC there are also some other documents that may be beneficial for you to look at.
- IV. Discussion: Finalize SPASC Meeting Times
 - a. The Audio Room is available 8:00 – 10:30 on the first and third Friday's of the month
 - i. The library has the room reserved at 10:30 each 1st & 3rd
 - ii. All agreed we will meet from 8:30 – 10:30 on the first and third Friday of each month
 - 1. Eric will make the change with the Support Center
 - 2. Ryan asked if the meetings are always in the Audio Room.
 - a. Eric stated that occasionally during accreditation we may do an in person-type retreat getting the group together for a little bit more focus.
- V. Discussion: Periodic Strategic Plan reviews
 - a. Eric stated we typically try to get things ready with the strategic plan in February or March to get it out to the college for input and then get it to the board. He would like to track or scan the strategic plan each month, a different area or Pillar, to see where we are at and stay on track with things
 - i. Trudy asked how would we know what other departments are doing
 - 1. Eric said we do not and that is why he would like to review it more frequently. We would bring in Pillar leads, pose the question in SPASC and then have the Pillar Lead prep for it ahead of time and we could also invite those people in.

- a. Get an update during the year and be proactive instead of waiting until the end of the year
 - b. Peggy thinks we should review plans and not wait until we have to rewrite it or until we have to do a report
 - c. Blaine agrees, it will make it easier to report on if we are periodically reviewing it
 - d. Eric will talk with Jeannie and Jeanne about a plan and how this can be done best and then we'll get SPASC's input to finalize how they are put into the agenda
- VI. Title III model classroom design proposal and input
- a. The current Title III does call throughout this year and the next four years adding model classrooms to campus and centers the first year which we are ending at the end of September – calls for adding a classroom to each campus for a total of four
 - i. Faculty members have been chosen and a list has been made as to what type of equipment should be in the first round of model classrooms
 - 1. It was written into the grant to have SPASC review and provide input on
 - 2. Every year we revise the design of the model classrooms so we are not stuck with layout and equipment list of the classrooms.
 - 3. Eric showed the document which lists the name of faculty in the Model Classroom Group and IS Staff
 - a. The group discussed challenges and needs and how can we help with technology
 - b. Linda Humes sent an email to Campus Managers asking to identify a room on campus for the model classroom. The room should not have any technology already in it – it is not being upgraded it is being created from scratch. The equipment includes the largest SmartBoard w/projector, iMac, document cameras, Airliner Slates, a backdrop for the instructor to stand in front of when streaming and Adobe Connect. The instructor would also have a 2-tiered desk to face the class that would hold the computer.
 - i. Marketing will work on a design for the backdrop. Ann asked to see one of the rooms set up before they produced something
 - c. The equipment should be in place by 9/30/11 – SCC LC 109, LCC LC 112, WMC AC 112, PDC – two options
 - d. We will be rolling out the classrooms to centers in 2012.
 - e. We will also be creating tutorials for using the model classrooms. We want faculty members to use the technology first and we have a couple volunteers

- f. There are professional development dollars available for training for the instructors
- g. Ryan asked if the model classrooms are upgraded versions of the video classrooms.
 - i. Eric stated that it is more of an upgraded version of the audio classroom.
 - 1. Better computer, larger SmartBoard, a document camera, backdrop and ability to transmit to the web with video, sharing documents
 - a. Mark – it's going to be live video stream of the instructor while they are teaching. It goes back to what we've talked about before of getting rid of the video classroom vs. the audio. All of our distance ed. Classrooms are going to have video plus SmartBoard, plus document cam.
 - ii. Adobe Connect works much better than Bridge-it for showing videos. We are trying to reduce the number of steps it takes to join Adobe Connect. There is also the issue of the audio from the computer going through the air, into the Polycom then out to the other audio rooms. We want to hardwire the audio from the computer to the Polycom so it is heard the same at every location. We need to work with the new phones and test everything on a Friday when there are not any classes. We have faculty members willing to test this so it is not just an IS test.
 - iii. Model classrooms will be more flexible and more "frugal" than the video classrooms. These classrooms can be put together at the cost point of 10:1
 - iv. Recordings of classes can be streamed on video and sent via email or put on MyNPC as opposed to burned to DVD and mailed to students who miss classes. If someone still needs a hard copy we can burn it for them. Portions of classes can be edited out for learning sessions as well. There will be a lot more flexibility.
- 4. Blaine asked about centers
 - a. Centers will be rolled out next year

- i. 19 total model classrooms district-wide will be paid for out of the grant over the next 5 years
- 5. Eric Henderson is having a conversation with the people at University of Utah this afternoon about the Social Work Grant. He will try again to get contact information
 - a. Hopi should be built out in the spring for the purposes of this grant. It would be good to set it up the way we are setting up all the others. He will speak with Dr. Ponos this afternoon and try to get him to focus on what we need and get him to connect the IS people at Utah with the department here.
- 6. Blaine – will there be any facility changes required as far as lighting since we will be streaming video and the sound?
 - a. Eric – Yes, we work on those through IS as we get these in place. It might be OK as it is presented.
 - i. Lighting depends on where the computer is located. Sound, if we can put it through the Polycom it will be sufficient.
 - ii. We have used wireless speaker system with surround sound at the symposium at the Ponderosa Center at WMC
- 7. Trudy would like to speak to someone about the concept of streaming video. This is going to significantly impact some of our licensing agreements.
 - a. Eric said he and Mark will speak with the Exec Team on the way to Kayenta on Monday. They also will speak with the attorney.
 - b. Trudy – we can subscribe to videos that are on-demand
 - c. Eric – there is a lot of stuff that is on Public domain as well
 - i. Subscription base is going to vary depending on the provider.
- ii. Eric will keep SPASC up to date as everything is installed and as we go through the tutorials
- iii. Brian Burson asked about the list of Faculty on the Model Classroom Group – what if more people are interested
 - 1. Eric stated that the next step would be using the new technology and more for giving input for the next revision
 - 2. We would like input from all faculty. Make requests through your Dean and campus manager about putting your class in those locations.
 - 3. Mark – we need to talk about the A/V schedule and these new rooms
 - a. Eric – There is some flexibility here which is going to cause some confusion. You don't have to use these as a distance ed classroom but it can be. It is very flexible for the instructor to

choose how to connect locations and what technology to use.
IS doesn't plan on being involved with the scheduling

- b. Cindy – if you are looking at extracting data from the system for those rooms specifically they are going to be identified somehow.
- c. Mark asked if Eric H. or Peggy have concerns or thoughts
 - i. Eric H. – has a lot of questions more appropriate for a deans meeting
 - ii. Peggy – no questions for now
- d. Eric – when we wrote the grant we did not want to get overly prescriptive in how the classrooms were used. We felt that was a faculty and learning division topic. We just wanted to be sure we had resources and accommodations for different uses.
- e. Blaine – there are discussion about scheduling facilities we should include campus managers who are ultimately responsible to sort through all of that
- f. Eric – they can technically be used now maybe for workshops but they can be used in the spring
- g. Mark – was looking at the scheduling discussion being for next Fall
- h. Blaine – even the selection of the classrooms was done independently by the campus managers – doesn't feel they gave much thought into scheduling

VII. Other

- a. Mark has one question. Possibly this goes back to item 5 and could be a topic for a first strategic plan review.
 - i. He has received requests from various people in his area regarding where we are on the various training that are in the strategic plan for employees. The most important one on people's minds is customer service training.
 - 1. Blaine – knows it is on HR's list, he is not sure on the timing but will be happy to follow up
 - a. Mark – we could use it as a start for first one of the strategic plan review discussions
 - b. Blaine – sure that's a good idea
 - ii. Eric – Any other particular items as far as progress that maybe we could put on there as first items
 - b. Any other items outside of the strategic plan that can be discussed within SPASC
 - i. No response from the group

VIII. Motion to adjourn by Andrew Hassard; second by Brian Burson

- a. Unanimously approved