Northland Pioneer College

Strategic Planning and Accreditation Steering Committee (SPASC)

October 19, 2012

Members in attendance: John Bremer, Paul Clark, Blaine Hatch, Jeannie McCabe, Ryan Rademacher, Mark Vest, Leslie Wasson

Advisory members in attendance: Eric Bishop, Eric Henderson, Ann Hess, Cindy Hildebrand, Jeanne Swarthout

Guests: Ernie Cunningham, Colleen Readel (recorder), Ken Wilk

I.   Approval of Minutes from 10/5/12
   a. Motion to approve by Ryan Rademacher; second by Paul Clark
       i. Unanimously approved
II. Pillar Group Meeting Updates/Status:
   a. Pillar 3 – Eric Bishop, Group Leader
       i. Ryan Jones and Marsha Bennett have both been asked to be part of the Pillar. Eric has not heard back from either. If he has not heard by early next week he will search for other members.
       ii. Anna Calhoun is the Priority 1 Pillar member and has given recommendations to the Team.
           1. Standardize software at all locations – coincides with Title III Grant.
           2. Technology training as part of orientation.
       iii. Priority 1 – Develop and maintain a reliable, safe, progressive and efficient infrastructure to support the essential functions of the College
            Next Major Milestone has been updated to: August 2013
           1. 3.3.1 – Enhance technology resources infrastructure to increase and improve support for College operations while reducing the College's impact on the environment
               a. Added bullet: Actively solicit input from students regarding technology
               b. VDI infrastructure is completed and ready to deploy in early spring
               c. NATC is connected to our network
               d. Added bullet: IS has purchased a BaseCamp subscription. It is an online project management tool.
                   i. Eric asked if there were any questions on the first Priority.
                       1. There were none.

iv. Priority 2 – Develop and maintain a reliable, safe, progressive and efficient infrastructure to support the essential functions of the College
Next Major Milestone has been updated to: August 2013

1. 3.2.1 – Enhance technology resources and infrastructure to increase and improve support for classroom instruction, including all areas of distance learning
   a. Added bullet: Increase computer support positions to meet increased demands due to rapidly emerging technologies
   b. Added bullet: Actively solicit input from college employees regarding their technology needs
   c. Third bullet: Extended completion date to July 2013
   d. Ninth bullet: Extended completion date to July 2013
   e. Eleventh bullet: Extended completion date to March 2013
      i. Eric asked if there were any questions on the second Priority.
         1. There were none.

v. Priority 3 – Provide technological solutions to increase instructional effectiveness and administrative support
Next Major Milestone updated to: August 31, 2013

1. 3.3.1 – Enhance Technology resources and infrastructure to increase and improve support for classroom instruction, including all areas of distance learning
   a. Added bullet: Provide computer based testing as a library service.
      i. Will need something from Instructional Council
      ii. It was brought up that there are going to be questions regarding testing as a library service, who are we doing testing for? Ourselves or other institutions? And who is going to monitor?
   b. Added bullet: Implement centralized scheduling for computing labs to accommodate departments outside of AIS/BUS/CIS to use the labs and also allow for open lab time for all students
2. 3.3.2 – no changes
3. 3.3.3 – Establish, develop and deliver training
   a. Second bullet – Some screencasts were developed and some need to be revised. They will be put on MyNPC.
      i. Eric asked for questions – there were none
      ii. Eric anticipates more changes, not substantial.

b. Pillar 5 – Maderia Ellison, Group leader
   i. Both Maderia and Tracy Mancuso are out of town and unable to present for Pillar 5.

c. Pillar 6 – Ken Wilk, Group Leader
  i. Priority 1 – Identify effective facility resources to improve student success; incorporate into future facility planning and development
    1. 6.1.1 – Review current research to identify role of facilities in improving student success
      a. At completion it would be appropriate to remove both bullets from document
        i. Question – When SPASC met in the spring, the Pillar team was not sure how facilities affect student success. They were going to look at how other schools handled it and see what other documentation was available to show how do they work together. Was this current Pillar team able to make any progress on that?
          1. Blaine responded at this point in 6.1.1 it has not been completed. However, he feels it can be completed before the end of the calendar year and it can be deleted for the upcoming strategic plan document. There is still work that needs to be done.
    2. 6.1.2 – Implement facilities resources to improve student success
      a. First bullet – Change completion to either December 2012 or ongoing
      b. Second bullet – Change completion to either January 2013 or ongoing
      c. Third bullet – Change completion to either February 2013 or ongoing
        i. Question – Regarding 6.1.2: What type of tracking system would be used to verify the role of facilities on student success?
          1. Ken asked for suggestions.
            a. Mark suggested surveying students. Talk to them about their experience in the classroom and the physical facilities.
            b. Ken stated rephrasing the bullet to read: Develop and implement a tracking system through Dr. Wasson and surveys to set a baseline and try to measure
            c. Dr. Swarthout – Before implementation a bullet point that says: identify tracking system options. We don't have

a baseline until we have a tracking system.
  - i. Identify parameters for tracking system options
  - ii. Ken will change the dates for last bullet to September of 2013 and survey by March of 2013 then implementation system to November of 2013
- ii. Priority 2 – Evaluate facilities to maximize efficient usage while responding to current needs and considering future instructional needs
  1. 6.2.1 – Improve availability and use of current facilities
     a. First bullet – accomplished
  2. Second bullet – extend to January 2012
  3. Third bullet – investigate keyless control – remove – not feasible due to decentralized campus
  4. Fourth bullet – extend to March 2013 – some locations do not have all technology in place yet
  5. 6.2.2 – no changes
  6. 6.2.3 – Prioritize implementation of Master Facilities Plan to respond to current needs and provide for growth opportunities
     a. First three bullets – accomplished – remove
     b. Fourth bullet – change date to ongoing
  7. 6.2.4 – Establish preventative facility and equipment maintenance program
     a. First bullet – complete
     b. Remaining bullets – leave in place
  8. 6.2.5 – Evaluate and prioritize facility use for existing programs
     a. First two bullets – change dates to ongoing
     b. Third bullet – no change
  9. 6.2.6 – Identify specific facility needs for existing and future programs
     a. First bullet – change date to before June of academic year – would like input from deans regarding timeline
     b. Second bullet – change date to completed annually by January of academic year – explore input from IC
  10. 6.3.1 – Delete goal – accomplished
     a. First bullet – accomplished
  11. 6.3.2 – Implement training of safety and emergency plan
     a. First bullet – change date to ongoing

                  b.   Second bullet – updated to read: Develop and implement safety and emergency plan drills at least annually district-wide or at all individual locations

           iii.   Priority 4 – Evaluate and implement Higher Education Presidents Climate Commitment

1. 6.4.1 – Identify opportunities to move the college toward climate leadership
   a. First bullet – change date to January 2013
   b. Second bullet – change date to April 2013
2. 6.4.2 – unchanged
3. 6.4.3 – Develop climate commitment curriculum
   a. Add bullet – Identify transferable sustainable curriculum – March 2015
4. Ken asked for any additional comments or questions for Pillar 6
   a. There were none

III. Timeline review
- a. October 5 – Pillar Meeting Reports
  - i. We have one more to do at the next meeting.
- b. November 2 – Review of Strategic Plan to be presented to Board as first read
  - i. November 9 – College Council meets – Jeanne suggested sending it to them via email
- c. November 20 – First Read to Board
- d. December 18 – Final Draft to Board
- e. Eric asked for questions regarding the timeline
  - i. Jeanne did not have a question regarding the timeline, but stated we need to do something with this at the next convocation in January. To be sure that the college is aware of what is in it.
  - ii. There were no other questions regarding the timeline.

IV. Other
- a. Question was raised as to what is the problem with November meetings?
  - i. There is a scheduling conflict with IC for the first meeting on 11/2, so there will be an attendance issue. Eric feels we will still have a quorum.
  - ii. November 23rd there will be a room conflict. IC is already booked into the model classroom.
    1. We may be able to check in on 7479, have the meeting in person or cancel the meeting.
       a. After receiving input from the college, we may be able to meet by e-mail.

V. Adjourn
- a. Motion to adjourn by Blaine Hatch; second by Paul Clark
  - i. Unanimously approved