Northland Pioneer College

SPASC Meeting

7-18-08

8:30-10:30am

Audio

In attendance: Jeanne Swarthout, Eric Bishop, Eric Henderson, Blaine Hatch, Mark Vest,

Cindy Hildebrand, Ann Hess, Nettie Klingler, Pat Canary, Russell Dickerson

I   Approval of 6/20/08 Minutes

- No changes offered.

- Eric moved to approve; motion seconded by Mark.

- 06/20/08 SPASC minutes approved unanimously.

II   Subcommittee Reports

- Criterion One (report by Blaine)

  o Progress made at 7/9/08 in-person meeting.

  o Next meeting set for 8/14/08.

  o Idea: Would like to have a bank of computers set up to administer a 10 question survey to fall 2008 Convocation attendees.

- Criterion Two (report by Mark)

  o Team has a template that will be used to review examples of evidence.

  o Team will meet in late August and will bring back completed templates for the documents it has.

- Criterion Three (report by Eric H.)

  o Team met 7/15/08 and reviewed March and April material.

  o Looked at status of data request.

- o Question: How does SPASC want data presented? By institution or by division?

  - Pull full-time faculty qualifications, not going back past 2005.

  - Because of ebb/flow of adjunct faculty, look at single semester as example.

  - Team has received full-time faculty goals/objectives and adjunct faculty surveys.

  - Team decided to form a sub-team to explore possibly surveying faculty members on conferences/workshops and keeping up with their disciplines.

  - Also looking at use of NPC labs (sign-in sheets, use of tutors and in what areas).

  - Also looking at other colleges' self-study Criterion III materials for examples of wording and types of data presented.

- Criterion Four

  - o Nothing new to report.

- Criterion Five

  - o Candy Howard tabulating results of constituent surveys distributed to local businesses by SBM.

  - o Team will meet once faculty return.

- Data Team (report by Nettie)

  - o Question: When data requests are completed, how is information to be distributed (SharePoint/e-mail)?

    - Data to be e-mailed to SPASC main.

    - Clarification of information flow: Subcommittees submit data requests to SPASC; SPASC then forwards request to Data; Data to return completed request information to SPASC; SPASC forwards information to subcommittees.

- Communications Team

  - o Team met 7/10/08 and are preparing for meeting with District Governing Board on September 9.

IV   Accreditation Issues to Cover at Convocation

- Planning a 15 minute accreditation update for Convocation.

- Want to revive enthusiasm about accreditation process

  - The new/improved Ernie the Eagle will be at Convocation

    - Ann to find someone to be Ernie.

  - Fun activity needed. Perhaps a quiz, game similar to Jeopardy or Family Feud.

    - Task: Send activity ideas to Jeanne.

V   Discuss Proposed Changes to the Strategic Plan

- Change scope of strategic plan from 5 years to 3 years

  - College does well planning years 1-3. Years 4 and 5 are generally left blank or say to "continue what we're doing."

  - Question: What happens to information in years 4 and 5 columns?

    - Suggestions included putting years 4 and 5 in a Parking Lot and creating a "vision document" for the more distant future items.

  - Task: Send abbreviated strategic plan feedback to Jeanne over the next week.

  - Possible benefit: Jeanne thinks it will be easier to get the attention of the Board with a 3 year plan.

- Change of strategic plan format

  - The strategic plan needs to be reformatted so that it is more reader friendly and is easier to revise.

    - SPASC looked at the Pima Community College plan and were impressed with the format—easy to read, locate specific information, looks as though it would be easy to revise.

    - Task: Send strategic plan reformatting feedback to Jeanne over the next week.

VI   Changes to the Minutes Process

- Proposed changes

  - Review decisions, action items and timelines before meetings are adjourned.

  - Send action item reminders a few days after meetings.

  - Forward copies of approved minutes to all SPASC subcommittees for better communication.

  - SPASC members approved changes to the minutes process.

VII Discuss Ways to Improve Data Clarity

- Eric B. asked for input on how to create a standardized template to be used for data requests and returned information.

  - Since different teams are requesting different types of information, each team is to develop their own customized templates to better suit their data.

  - Nettie to help teams develop templates and to communicate with the subcommittees if she has difficulty returning data in a desired (by the subcommittee) format.

VIII Parking Lot Development

- Need: A place where the college community can voice thoughts and concerns about strategic planning and recession planning.

- The new college website and JICS were suggested locations for a parking lot. Both options would require some time to set up. SPASC members thought that comments needed to be filtered before going directly to the public.

- Eric B. suggested using a knowledge base which would allow information to be collected and screened before being presented to the public. Such a parking lot could be set up quickly.

- SPASC members give Eric B. the green light to quickly develop a parking lot.

  - Task: Eric B. to develop a parking lot and send out a URL next week.

IX Other Items

- Action items reviewed before end of meeting.

Pat moved to adjourn the meeting, Nettie seconded.

Motion passed unanimously. Meeting adjourned.

Next meeting: August 1, 8:30-10:30am, Audio