

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
10-03-08

In attendance: Ann Hess, Mark Vest, Eric Henderson, Patrick Canary, Nettie Klingler, Bobette Welch, Eric Bishop, Jeanne Swarthout, Jake Hinton-Rivera, Cindy Hildebrand, Donna Ashcraft, John Velat, Russell Dickerson (recorder)

- I. Approval of 09-19-08 SPASC minutes a. Eric Henderson moved to approve; Second by Patrick.
- b. Jeanne abstained; all other SPASC members voted to approve.
- c. 09-19-08 minutes approved by majority vote.

II. Subcommittee reports a. Criterion 1: Blaine Hatch, Chair for Criterion 1 was unable to attend the 10-03-08 SPASC meeting but submitted the following report via e-mail: *We met October 2 to continue our evidence documentation. Five members were in attendance, with two missing. We developed a plan of attack for the workshop assignment. All five attendees, plus our recorder, Terrie Shevat, will be in attendance at the retreat next Friday and at each of the five workshops. We are focusing on core component 1 for the first workshop and gave assignments for a number of responsibilities in preparation of the workshop. We plan to take a few minutes at the end of each workshop session to make assignments for the upcoming workshop. We also discussed our presentation for the October DGB meeting: we are going to stick with the communications analogy of Criterion 1 as the dough and foundation of the criteria pizza. We are also going to discuss the results of our convocation survey.*

b. Criterion 2: The group met for half a day on September 29th. The group looked at the documents from Donna on evidence and a couple of other self studies that members had studied and used them as a basis to go through each criterion subcomponent and come up with a core set of documents that will be used throughout the criterion. i. SPASC members thought that this template could be helpful to other groups.
ii. Eric Bishop will e-mail the template to subcommittee chairs with the statement that it may be helpful—not a mandate.

c. Criterion 3: The group met 09-29-08 by teleconference. Four (of eight) members attended, with the fifth arriving shortly before the end of the meeting. The group discussed component 3C: the organization creates effective learning environments. The group looked at multiple instructional modalities, new/old technology used to enhance learning, programs (regardless of location), and DRA data. Questions: did the HLC express concern over multi-course labs in the 1999 self study? Where is the '99 self study? Should the '99 self study be scanned and posted online? How relevant is the '99 self study? Jeanne thought that we only need to refer to the findings in the '99 self study. The criteria have changed dramatically since 1999 and may not be all that relevant to the current self study—we should look forward.

d. Criterion 4:The group has not met but will meet at the SPASC Retreat and workshops. The group is done with 4D. The group has discovered that a lot of needed data is not collected. The group will make recommendations to address lack of data collection.

e. Criterion 5:The group has not met.

f. Communications:The group has not met since the September 16 DGB meeting. The group suggested that when criterion groups 1-5 make presentations to the Board they should continue to use the pizza theme to keep the DGB's attention.

i. Pizza ingredients: 1. Pizza dough-criterion 1

2. Sauce-criterion 2

3. Cheese-criterion 3

4. Pepperoni-criterion 4

5. Candy-criterion 5 (candy, of all shapes and sizes, is meant to represent diversity)

g. Data:Cindy Hildebrand is the new chair of the subcommittee. Bobette Welch and Stephanie Holliday are new team members. Donna and Eric Bishop met with subcommittee chairs and went through data requests. Donna, Jeanne and Cindy met to go over the lists. Cindy announced that those criterion teams that want to review received data should send her an e-mail.

h. Resource:Trudy is working on transferring information to the new website. Trudy has also received advisory board minutes and program reviews. At the retreat, the data available on the HLC resource site will be highlighted for subcommittee team members. Trudy is currently reorganizing where/how data is listed. Ideas for improved organization should be forwarded to Trudy.

i. Assessment Academy:Revisions are due next Friday, 10-10-08. The group will continue working following the 10-03-08 SPASC meeting. The group has received data on first time and full time, degree seeking students from Records and Registration. The group has proposed using a pre- and post-test to measure student progress with regard to critical inquiry. The pre-test will be administered this semester. The group will have a planning day on October 24 which will be used to shore up departmental assessments.

j. CvC: The group has not met this semester. Eric Bishop and Jeanne are looking for a better approach to CvC and one solution may be to incorporate it into assessment.

III. Student involvement on shared governance committees a. Students needed for criteria 3, 4, 5 and communications.

b. Two students appointed to College Council.

c. One student needed for the Assessment of Student Knowledge (ASK) subcommittee. A student from Hopi Center has expressed interest.

d. Jake to send out names of student volunteers. New student representatives for SPASC subcommittees will be in attendance at the 10-10-08 SPASC Retreat.

IV. Dr. Breslin visit a. Schedule i. Wednesday, October 15th: SPASC and any subcommittee members will meet with Dr. Breslin at SCC from 3-5pm. Dr. Breslin will have dinner and then meet with the Faculty Association at SCC from 6-8pm.

ii. Thursday, October 16th: DGB members (only Handorf and Jeffers have committed) and VP's will have breakfast with Dr. Breslin at Trappers in Taylor from approximately 7-8am. Dr. Breslin will meet with members of CASO at SCC from 8:15-9:15am. Dr. Breslin will be taken to Phoenix and catch her 3pm flight.

b. Question: what does SPASC want to focus on with Dr. Breslin?

- c. SPASC needs to come up with questions for Dr. Breslin. i. Possible SPASC questions: How much do we need to look at the past? How relevant is the last self-study?
- ii. SPASC will solicit other possible questions from subcommittee members at the SPASC retreat.
- iii. Questions for SPASC or the DGB should be e-mailed to Donna.

d. Dr. Lawson asked if it would be helpful to have a poster board sized map showing the large size of our service area in relation to the state of Arizona. This would serve to highlight the difficulties we face due to geography. i. Jeanne will look into quickly putting such a display together.

V. SPASC retreat a. Question: why are we having a retreat? i. The retreat is a time when subcommittee members can get a brief review of where we stand, have time to work as a group and to play “musical chairs” with other members to find out what other teams are working on. Each group will report out at the end of the retreat. The HLC resource room will be highlighted and a general SPASC update will be given to team members.

- b. Jeanne will explore the possibility of getting safe metal water bottles for those who attend the retreat.
- c. The retreat will begin with lunch.

VI. Discussion of website Resource Room search feature a. John Velat and Eric Bishop met on 10-02-08 to discuss the search feature.

- b. One possibility is to get a Google appliance that will be able to search a directory.

VII. Update on confirmation of HLC visit a. A notice from the HLC was received and the October 2009 visit dates have been confirmed.

b. A consultation team request, in writing, has been submitted.

c. Jeanne anticipates that the HLC team may be larger or an extra day will be added to the visit. The report from the HLC center visits was positive. Jeanne does not yet know how that will affect the HLC team composition. Jeanne will keep SPASC updated as information is made available.

VIII. Other a. Donna and Jeanne will send out the retreat agenda.

b. Donna will locate HLC accreditation handbooks for new members, Mary Mathias and Claude Endfield.

c. Patrick moved to adjourn; second by Jeanne. i. Motion to adjourn passed by unanimous vote.