Northland Pioneer College

Strategic Planning and Accreditation Steering Committee (SPASC)

04-03-09

Members in attendance: Donna Ashcraft, Eric Bishop, Pat Canary, Russell Dickerson, Blaine Hatch,

Eric Henderson, Cindy Hildebrand, Michael Lawson, Mary Mathias, Mark

Vest

Advisory members in attendance: Ann Hess, Jeanne Swarthout, John Velat

Guests: Hallie Lucas (recorder)

I.   Approval of 03-20-09 Minutes
   a. Dr. Lawson requested the following revisions:
      i. In terms of attendance, can we adopt the same practice that the Instructional Council
         (IC) is currently using, which is to indicate who are members and who are advisors?
      ii. Item II, i, ii: Dr. Canary reported that Mary Mathias had spoken to the President of the
         Faculty Association and that she would be speaking to the association about the student
         focus issue at the next association meeting.
      iii. Item VIII, H: The minutes state that Kenney Keith has volunteered the Professional
         Development Subcommittee of the IC to give a regular report to Trudy regarding
         professional development. Michael asked if Kenney was at the meeting on 03-20-09. It
         was noted that Kenney was not in attendance at the meeting.
      iv. Item VIII, H, ii: Michael also asked whether tasks are assigned in a formal way or is it just
         an informal conclusion to a discussion. He was not aware of the task assigned to him in
         this section until he read the minutes.
         1. Eric B. noted that the tasks are assigned are more informal regarding something
            discussed in SPASC that needs to be followed up after the meeting. In the past,
            we reviewed the tasks at the end of each meeting, as a recap, so we didn't
            overlook them in the subsequent weeks.
   b. Mary moved to approve the minutes as modified by Michael with the above noted changes;
      second by Eric H.
   c. Motion passed with a majority vote.
II. Subcommittee Reports.
   a. Criterion 1: Blaine said that Donna asked their subcommittee to provide some additional input
      (specifically some recommendations for 1d and would like some clarification on 1e, as well).

The committee will work on these requests over the next couple of days to get the needed input to Donna.
b. Criterion 2: No report.
c. Criterion 3: No report.
d. Criterion 4: No report.
e. Criterion 5: Their report for the Self-Study needs to include recommendations for improvement. They will be forthcoming.
f. Data: No report.
g. Communications: No report.
h. Assessment Academy: This committee will meet next Friday to go over their reporting.
i. Student Focus: Mary wondered how formal should the process be to gather student opinions and information.
    i. The purpose of student focus groups is to get information out to the students, as well as receive their input and comments.
    ii. It was noted that we want to determine what the students think that NPC is doing well, as well as give them information on what will occur when the Higher Learning Commission (HLC) comes for a visit in October.
    iii. We may want to focus on the Student Satisfaction Survey, which has already been done.
    iv. The Graduating Student Satisfaction Survey has been sent out to the graduates.
    v. Mark reported that he will be running several student focus groups over the next two to three weeks.
    vi. When a data analyst is hired for Institutional Research (IR), they will assess the Non-Returning Student Survey.
III. Discussion: Revising Meeting Schedule for the Remainder of Spring 2009
a. The next meeting is scheduled for 04-17-09 and Mark, Blaine, Jeanne and Eric B. will be gone. In addition, 05-15-09 is not a good day for a meeting.
b. Russell will check to see if Audio would be available on 04-24-09 and 05-08-09 from 8:00-9:00 a.m.
    i. It was also suggested that, since we will only have an hour for the meeting, the subcommittee reports be posted on MyNPC.
IV. Discussion: Self Study
a. Donna reported that she is working through the second revision.
    i. Chapter 1 is done.
    ii. Chapter 2 is almost done.
    iii. She asked for more input on Chapter 3, as far as recommendations.
    iv. Chapters 4 and 5 are pretty much there.
    v. She asked for more feedback from the Criterion 5 Team on Chapter 7 regarding recommendations.
    vi. We may put the concluding chapters together, which incorporates the following NPC themes.
        1. The Future-Oriented Organization
        2. The Learning-Focused Organization
        3. The Connected Organization
        4. The Distinctive Organization

V. Strategic Plan: Pillars and Reassignments
   a. Donna would like to get feedback from the committee looking at our future in terms of the pillars of the Strategic Plan.
        i. Pillar 1: Advance High Quality and Accessible Learning Opportunities.
            1. John brought up accessibility, which has increased across the board, and the different modes that it is delivered, including Web cams and video interpreting.
            2. IC's guardianship of the quality of curriculum.
            3. We will need to move forward carefully with new programs.
            4. The CIS Department has gone through a major revamping, and once all the 3035's are passed by IC, it will basically be a new program.
            5. Auto will be open to the public this Fall.
            6. Task: Donna will speak with Mark Engle regarding forestry.
       ii. Pillar 2: Strengthen Institutional Planning and Accountability
            1. Recently added audit committee.
            2. We have tied budget into the Strategic Plan item for item.
            3. More frequent reviews of budget.
            4. HLC Resource Room and Archives.
            5. All-college video forum.
            6. Priority 2: Enhance enrollment, recruitment and management procedures
                a. Emphasis will be placed on customer service, stabilizing the enrollment we have and continuing to build on a quality education for those students.
                b. Tools to help students be successful include a recommendation on the table at IC to identify students who are struggling. It would involve an early alert system through the FTSE roster. The Records and Registration office would contact the students to encourage them to meet with the faculty member, visit with their academic advisor, seek tutoring, etc.
      iii. Pillar 3: Strengthen Technology to Support Learning and Service
            1. Donna and John are working through the details of this area.
       iv. Pillar 4: Strengthen Human Resources and Employee Relations
            1. Task: Donna will meet with Peggy Belknap, the new Human Resources (HR) Director.
            2. Blaine noted that, as far as this pillar goes, they are stepping back, regrouping, and then will move forward.
                a. Paystubs are now provided in JICS.
                b. Wellness program through HR.
                c. Some Policies and Procedures have been reviewed and gone to legal counsel.
                d. Under the current hiring freeze, HR is looking at every position carefully and consolidating where appropriate.
        v. Pillar 5: Strengthen Fiscal Resources to Support Critical Programs & Services
            1. Included in this category could be Jeanne's collaboration with the presidents from Coconino Community College, Mohave Community College and NPC

(Yavapai Community College would like to be a part of this collaboration, as well) to make the best of advertising dollars with a focus on unique programs that each college offers.
2. Savings due to recent budget reductions.
3. Michael noted that we could include cost savings initiatives including the move to go paperless.
4. The President's climate commitment is another accomplishment for this pillar.
5. John pointed out that the 360 computers that we leased will use 62% less energy than the ones they replaced which translates into a savings of one million pounds of CO_2 per year and a cost savings of approximately $65,000 per year.
6. Jeanne just received information regarding Federal Stimulus money, and the administrators will review it for potential monetary assistance.
7. The Sustainability Committee is nearing the completion of a draft, as they consider issues such as our carbon footprint and recycling.
vi. Pillar 6: Strengthen Facilities through Planning and Development
1. There will be a Master Facilities Maintenance Plan.
2. Improvements that could be mentioned in the Self-Study are:
a. St. Johns cosmetology facility.
b. Student lounge at WMC
c. Auto facility (NAVIT'S)
b. We would like to reassign the pillars to new people as far as partnering.
i. This will allow for different perspectives.
ii. Donna, Eric B. and Jeanne recently talked about introducing new NPC members, who are currently outside SPASC, to work with each of the pillars. (The co-chairs of each committee can assign the new members.)
iii. Russell suggested switching leadership positions, retaining committee members to give consistency, and bringing in a NPC non-SPASC people to kick start new discussions.
iv. Task: On Tuesday, Donna and Eric B. will start working on assigning leadership roles.
c. We would like to keep the membership in SPASC the same through the Fall semester.
i. Exception would be Dr. Lawson as Faculty Association President, which is a one year appointment.
VI. Discussion: HLC Policy Changes
a. Attached to today's agenda was information regarding recent policy changes accepted by HLC.
i. Section 3.9 will apply to us
ii. Most of the remaining changes don't really affect us.
iii. Michael asked if these were HLC policy changes that the faculty should be aware of. Jeanne stated that they are the same documents she sent to Michael previously and asked him to send to the faculty. Michael said that he would do that.
VII. Discussion: October Visiting Team
a. Attached to today's agenda was the information regarding the HLC Visiting Team Members.
b. Jeanne noted that we have a great visiting team.
VIII. Discussion: Resource Room and Advisory Committee Minutes

a. Trudy Bender, Dana Stevens, and Donna recently accessed the physical resource room to determine what was still needed.
   i. Trudy has written up the layout of the room.
   ii. <u>Task</u>: Donna will send the Communications Team a list of the signs that need to be made. The signs will be mounted on the wall to guide the team to the various sections of the paper documents.
      1. Trudy color coded the documents with colored dots so that they won't get mixed up.
   iii. We need to continue populating the resource center online.
   iv. Probably the biggest need, in this area, is the Advisory Committee Minutes.
      1. Only 10 of the 23 departments/programs that have Advisory Committees have submitted minutes to the resource room.
      2. Donna suggested that Mark look online in the Resource Center to find which departments/programs have not submitted minutes (the missing ones won't have any links).
      3. <u>Task</u>: Donna will contact the Marketing and Public Relations Department regarding any links that don't work.
   v. Other areas need updated minutes for the online Resource Center including College Council and District Governing Board.
IX. Other
   a. Motion made by Mark to adjourn; second by Pat.
      i. Unanimously approved.