

**Addendum to Self Study in Anticipation of
October 26-28, 2009 HLC Accreditation Visit
Northland Pioneer College**

Many changes have taken place in the internal and external environment of Northland Pioneer College (NPC) since the submission of the Self Study for the Higher Learning Commission accreditation visit on October 26-28, 2009. NPC has categorized these changes in the following way: Strategic, Instructional, Technological (including Institutional Research) and General Administration.

Strategic Changes

1. On July 7, July 20 and August 2, the college staff participated in a visioning process as part of updating and renewing the college strategic plan. Available faculty participated on July 7 and staff on July 20. August 21 brought the entire college staff together at the All College Convocation. Convocation provided the opportunity to have whole college participate in the vision process, looking at the future of NPC over the next five years. The visioning process provides three documents which assist the Strategic Planning and Accreditation Steering Committee (SPASC) in revising the NPC Strategic Plan for the next three years. SPASC completes the revision process in early September. The NPC Strategic Plan is then presented to the District Governing Board for a first read on September 14 and the plan will be part of the Board Retreat on the same day. Once the college has obtained Board feedback on the revisions, the Strategic Plan will be presented to the District Governing Board at their October meeting. Again, the Strategic Plan is a 3-year out plan and is evaluated for the year's accomplishments at the June 2010 Board meeting. Then the revisioning and renewal process begins again.
2. All-College Convocation provides NPC the unique opportunity to meet as an entire staff to discuss issues of importance. Because of distance and service-area size, convocations are held twice a year and are the only opportunity to meet face-to-face as a college staff. This convocation not only provided an opportunity to do some vision work but also gave us a chance to talk as a college about the upcoming HLC visit and the status of the college and Arizona state budgets.
3. At the June District Governing Board meeting, the board authorized the signing of an Intergovernmental Agreement with the Maricopa County Community College District to participate in the Arizona Community College Presidents Council. In addition, the board authorized the 2009-10 payment of dues to that organization. Since 2002, the community colleges in Arizona have not had representation in governmental affairs through a community college board. Until 2008, the community colleges had participated in an alliance called the Arizona Community College Association. With the demise of ACCA, the community colleges have

worked to organize in a new and more effective manner. ACCPC represents the way the community colleges can participate and advocate more actively on behalf of community college students.

4. The Northland Pioneer College budget related to Arizona State funding has not changed since appropriations to the institution were passed by the legislature and signed by the Governor in early July 2009. However, the State itself has still not passed a budget. NPC does not anticipate appropriation changes from the State as Arizona is drawing down Education Stimulus Funds from the federal government, invoking the Maintenance of Effort rule.

The Governor's Office has allocated educational stimulus money to the community colleges and NPC knows the institutional allocation it should receive in early fall, 2009. There is no commitment on the part of the Governor to the second stimulus draw down of funds scheduled to take place in early spring, 2010. NPC has followed all procedures invoked by the Governor's Office to make the first draw down of education stimulus money. In late August, 2009, the Governor's Office notified the community colleges that they will now have to sign an Intergovernmental Agreement with the State of Arizona in order to draw funds. The State/NPC IGA is scheduled to go to our September 14, 2009, District Governing Board meeting for approval. The IGA requiring signature is vague and amorphous and may require the institution to invoke expenses simply to respond to the follow-up processes to the IGA.

5. On September 14, 2009, the Arizona Governor's Office of Strategic Planning and Budgeting requested that each community college district submit a document outlining the impacts of a further operating state aid reduction of 15%, to be implemented January 2010. The State is considering a request under ARRA for a waiver of Maintenance of Effort. If that reduction is implemented, the community colleges in the state of Arizona will have seen a total reduction from funding formula of 38% for fiscal year 2009-10. Community colleges in the state have already suffered the deepest reductions of any agency or educational institution.

Instructional Changes

1. The Nursing Program at Northland Pioneer College advanced to National League of Nursing candidacy for accreditation shortly after submission of the NPC Self Study. The college is very excited about NLN accreditation as we know our Nursing Program is an outstanding one. The National League of Nursing will be on site to review the program for accreditation on October 27-29, 2009.
2. Northland Pioneer College has long held annual contracts with the Arizona Department of Corrections to provide Career and Technical Education Programs to the State prisons in Navajo and Apache counties. On June 19, 2009, Department of Corrections (DOC) notified the college that the contract ending June 30 would not be renewed due to state budget constraints. NPC was forced to terminate all DOC faculty by June 30. This proved very frustrating to the college as DOC had terminated the contract 10 weeks prior to the June 19 notice and, within a week of terminating DOC faculty, the college was notified to bring most of them back under a new contract amendment. By August 15, 2009, the State of Arizona had issued a new DOC contract

to NPC, requesting the provision of approximately half the educational services we had previously provided. The college is in the process of re-hiring DOC faculty where appropriate and searching for new positions required by the new DOC contract.

3. With non-renewal or resignation of two faculty positions (Early Childhood Education and Fire Science), the Vice President for Learning and Student Services conferred with the appropriate deans about freezing the two faculty positions. The deans agreed that they could serve the program needs with adjunct faculty. Therefore the two faculty positions were frozen.
4. With the funds saved from the two frozen faculty positions described above, the college has created a new and critical position, that of Faculty in Educational Technology. The decision to create this new position was made after consultation with some faculty and all deans. The position is seen as key to moving forward in online and hybrid courses and supporting courses on the video and multimedia systems. Until this time, faculty members have received little to no support in moving courses to online formats and improving the distance delivery systems.

Technology Changes

1. On August 21, 2009, the college went live with all student and employee email, including adjunct faculty members. College employees have had college email for many years but students and adjuncts have not. The implementation of all-college email is a critical resource in improving our communications throughout the college while minimizing the costs.
2. Multi-site tutoring is under pilot implementation. NPC is responding to the ongoing challenge of providing tutoring resources at all locations by trialing a new multisite tutoring system this fall. NPC faculty and tutors will be offering a math tutoring lab and a split biology/chemistry tutoring lab on the ITV and Multimedia classroom systems in the fall semester. These group tutoring labs are free and open to any NPC student. The college will evaluate course performance of tutoring recipients to help guide future implementation of a permanent multi-site tutoring program.
3. Pilot web conferencing will be implemented in early fall, 2009. After reviewing options for replacing or expanding traditional video conferencing, the video conferencing review committee decided to evaluate web conferencing as an alternative, addition, or replacement for traditional video conferencing. Based on this recommendation, NPC will use Title 3 and college funds to install a web-conferencing system for evaluation as a classroom, workgroup, and intra-college communications and teaching tool. Web conferencing allows NPC to expand its video and audio classrooms to any computer connected to NPC's network, including computers connected to NPC via the Internet. Web conferencing will also expand the selection of teaching tools inside the existing audio and video classrooms to improve computer presentation capabilities and add video to the audio-only classrooms. NPC will install and begin testing web conferencing in September 2009 and reevaluate the capabilities of this new tool compared to traditional video conferencing after the 2009-2010 school year. Based on the reevaluation, NPC staff and faculty will recommend how or if to use web conferencing in the future and recommend whether to reallocate funds currently allocated for traditional video conferencing maintenance and expansion.

4. Information Services and the Vice President for Learning/Student Services have responded to faculty requests for computer administrative rights and access to software licenses/keys by working with faculty to establish new processes. These processes balance the need for faculty access with the institutional desire for security over the college network and computer resources. Faculty members are currently applying for administrative rights. As of September 1, nine faculty requests have been approved.
5. On September 2, 2009, the Director of Information Services resigned as a Northland Pioneer College employee and was retained as a consultant with the same title and responsibilities. The Director of Information Services will telecommute to NPC three-quarter time and be on site the remainder of the time. This is a pilot endeavor and will help the college ascertain the viability of telecommuting in various positions within the college. NPC has also recently hired an institutional research database analyst who is currently working with the previously retained consultant on current reports and dash boards of future reports.

Student Support Changes

1. The new NPC Catalog CD gives students and NPC staff a much more portable option for reviewing college policies and programs. The CD provides a cost savings to the institution, addresses the issue of sustainability by reducing paper usage, and is created in a user-friendly software that gives the electronic document the look and feel of a traditional paper catalog.
2. A new Student Survey has been implemented. Extended discussions with an institutional research consultant led NPC to develop and implement a new student survey in Fall 2009. The survey strives to identify student needs and assumptions about NPC services and programs. This will allow the college to better align its programs, scheduling, and services to respond to student priorities.
3. Beginning the fall semester of 2009, Northland Pioneer College has initiated their Student Ambassador Program. The program involves an honorary group of students who participate in public relations activities on behalf of the college. Student Ambassadors serve as liaisons between the college, students and communities. To be eligible to become a Student Ambassador, an applicant must meet several criteria including a grade point average of 3.5 overall. In turn the college provides the Student Ambassadors with scholarships and Ambassador attire. Appropriate orientation and training is also provided by the college.
4. On September 14, 2009, the administrative team of Northland Pioneer College received the results of the Non-Returner Survey conducted in fall of 2008. The analysis of the survey was delayed due to changes in the personnel and structure of the Institutional Research component of the college. However, the results are helpful in planning for future activities. NPC recognizes the need to work in the areas of persistence and retention, as these data indicate. The data also indicate that many NPC students enter the institution with very short-term goals. The data also indicate that, regardless of the reason for not returning to the college, NPC students leave very satisfied with their experiences at the institution. The data are included in Appendix A of the Addendum.

Administrative Changes

1. Arizona Department of Environmental Quality recently issued a citation regarding Northland Pioneer College's demolition and burial of a building at its old Holbrook campus in 2002. The college is working with ADEQ staff, legislative representatives and attorneys to resolve the complaint.
2. With the District Governing Board's approval, the president of Northland Pioneer College signed the Higher Education Presidents' Climate Commitment. As part of that commitment, the college has established a Sustainability Committee made up of 39 college employees with interests in the topic. During the August Sustainability Committee meeting, the group announced college-wide recycling efforts, participation in local "green" events and the involvement of Student Government in sustainability efforts.
3. In August, the new Director of Human Resources joined with the college attorney to conduct a supervisors' workshop focusing on important topics including harassment (any category) and sexual harassment.

Appendix A
Results of Fall 2008 Non-Returner Survey

**Corrections to Northland Pioneer College
Self Study for Accreditation Visit
October 26-28, 2009**

Northland Pioneer College would like to submit one correction of fact recently noted in close review of the NPC Self Study previously submitted. On page 24 (Institutional Resources, Financial Services Audit) the initial paragraph should be replaced with the following two paragraphs. On page 49 (Student Services) of the Self Study, these same two paragraphs should replace the Title IV information given.

Corrections to pages 24 and 49:

NPC is currently authorized to participate in the US Department of Education (ED) financial aid programs under the Higher Education Act of 1965, as amended (HEA) and the Federal student financial assistance programs (Title IV, HEA programs). The current 2007 Program Participation Agreement (PPA) and the Eligibility and Certification Approval Report (ECAR) certifies the college through December 31, 2009 with a “provisional status”. The deadline for NPC to file for recertification of the PPA is September 30, 2009.

The “provisional” status issued by the ED was a result of NPC submitting its annual Single Audit Report or A-133 audit (audit)after the deadline for submission. NPC has addressed and resolved the late audit submissions. For three consecutive years, starting with fiscal year 05-06 through 07-08, the college has submitted its annual audit report on time. Further, audit results have been unqualified for both financial statements and federal awards for the same three consecutive years. Lastly, NPC expects the fiscal year 0809 audit report due March 31, 2010 to be submitted on time. NPC can demonstrate to the ED that it has addressed their concerns and believes when the new certification is issued it will not be with a “provisional” status.