Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes
Friday, March 4th 2016
8:30 a.m. – 11:00 a.m.
Video II

Voting Members in Attendance: Tracy Mancuso (Proxy for Maderia Ellison); Stan Pirog (Proxy for Doug Seely); Randy Hoskins; Ann Hess; Kenny Keith; Eleanore Hempsey; Sandy Manor; Peggy Belknap; Mark Ford.

Advisory Members in Attendance: Jeanne Swarthout; Bill Fee.

Staff in Attendance: Paul Hempsey (Recorder);

Others in Attendance: Josh Rogers.

1. **Approval of Minutes from 02/19/2016**
   Peggy Belknap made a motion to approve, the 02/19/2016 minutes. Stan Pirog seconded.
   The motion passed with a majority vote.

2. **Pass Report and Starfish Demo**
   Josh Rogers stated the PASS goal to have 80% of staff and faculty take the online SOAR has not been reached yet. Currently around 60% have completed the Training. 40 more employees are required to hit the 80% goal. Hopefully PASS will be running another "Top 10 questions" breakout at the next Convocation and will encourage everyone to complete SOAR.
   Sandy asked if PASS was still on target for Pilot Faculty to begin using Starfish in the Fall semester. Josh Rogers responded that Pilot Faculty could be using Starfish this semester and during the summer.
   Josh Rogers then provided a demonstration on the functions and capabilities of Starfish, as seen from the Student, Advisor, and Faculty perspective.
   Sandy Manor asked if the appointment function connected with Outlook calendars. Josh Rogers confirmed that it does.
   Mark Vest asked where uploaded files would be stored within Starfish. Josh Rogers responded that the function was only added yesterday and they have not had time to review yet.
   Eleanore Hempsey asked if users would automatically be able to view flags that had been added. Josh Rogers showed that it was possible to track over a specified timeframe and with a number of filters.
   Ann Hess commented that the ability to add a staff or faculty photograph will make it much friendlier for a student and encourage more interaction.

Randy Hoskins commented that communication between instructors was fantastic. He asked if instructors would see all flags, such as a financial hold, on their students. Josh Rogers confirmed that they would.

Ann Hess suggested being careful using abbreviations as, though we may be aware of what it means, many people may not be.

Tracy Mancuso asked how ongoing maintenance will work as people come and go from college positions. Josh Rogers responded that they have not had to deal with it yet so can only comment from asking other colleges who use Jenzabar CX and Starfish who said the set up was a long and difficult process but once complete the system was easy to use and update.

Mark Vest asked how this will be demonstrated to all college employees. Josh Rogers responded that the Pilot Faculty and Advisors would be trained on Starfish first. Then, as planned, there will be a tiered rollout to the college. Mark Vest commented that there may be some value in removing the mystery of Starfish from the college. Josh Rogers agreed and thought it would be best to try and do some training sessions before Fall Convocation.

Tracy Mancuso asked if attendance can be automated by location. Josh Rogers responded that in Starfish attendance will be automatically be set as present in the class and the instructor would need to uncheck the box if somebody is absent. Eleanore Hempsey commented that Moodle is the same way but each section of the class needs to be brought up separately and wondered if Starfish would allow an entire class to be displayed regardless of section location. Josh Rogers responded that this was not possible, yet, but they hope to make it possible in the future.

3. **Qualtrics Survey Approval**
   Move topic to next meeting.

4. **Benchmarks for Website**
   Mark Vest showed the suggested design for benchmarks on the NPC website showing examples of PASS in Priority 1 and Website Redesign in Priority 2.

   Ann Hess both commented that updating her Operational Plan webpage is easy but who will be responsible for the other plans. Mark Vest stated it would not be Marketing's responsibility but the committee needed to decide who should update the pages. Randy Hoskins suggested the OR for each Plan should be responsible. Ann Hess suggested reminders could be sent out at regular intervals to remind the OR's to make updates. Stan Pirog suggested incorporating it into the Op Plan spreadsheet so people don't have to keep searching for more information. Ann Hess commented that there was no more usable space on the spreadsheet pages and perhaps instead of adding it to the spreadsheet we could add checkmarks once an item has been completed

   Mark Vest commented that the plan was to extract a handful of measurable items from the plans that people could easily follow progress on. Bill Fee commented that the Overview narrative was critical and answers a lot of questions without having to search for a lot of information.

   Mark Vest suggested that the OR's would need a lot of training on Druple 8 and website maintenance, a process needs to be in place, to make sure updates don't mess up the website. Mark Vest suggested adding website updates to the semi-annual reports from OR's to the SPASC committee.

Mark Vest suggested we create a blank page for each OR by the end of the semester and schedule a Druple training session.

Peggy Belknap and Mark Vest gave a quick review of the Budget Hearing for the SPASC members who were unable to attend, commenting that it was the easiest budget for quite some time. The Board still has decisions to make that will affect the budget.
Sandy Manor commented that the college did not get clear and useful information on the Budget Hearing in a timely fashion.
Peggy Belknap commented that Capital Budget is being underspent and costs from next year's budget are being moved to the current budget if the project can be completed this year.
Stan suggested that final decisions regarding the request for additional monies take place at the Budget meeting.

5. **Next Steps/Review of Tasks**
   Task: Qualtrics Survey for April 1st meeting – **Mark Vest working with Deb Myers**
   Task: Add OR Names to Assignments document – **Mark Vest**
   Task: Recap and Discussion of Budget Hearing and suggestions of improvements for next meeting – **Paul Hempsey**

6. **Adjourn**
Margaret White made a motion to adjourn. Ann Hess seconded. **Motion passed unanimously.**