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

Voting Members in Attendance: Bill Fee (Proxy for Kenny Keith); Colleen Readel; Peggy Belknap; Ann Hess; Randy Hoskins; PJ Way; Susan Jamison; Sandy Manor; Maderia Ellison

Advisory Members in Attendance: Mark Vest; Jeanne Swarthout; Tracy Mancuso; Stan Pirog

Others in Attendance: Pamela Dominguez (Recorder); Vick Bessinger; Renell Heister; Lisa Jayne; Allison Landy

1. **Approval of Minutes from 10/21/2016**
   Sandy Manor made a motion to approve the 10/21/2016 minutes. Randy Hoskins seconded. **The motion passed with a majority vote.**

2. **Wrap up Business Model Canvas – Tracy Mancuso**
   Tracy had the group read their Mission worksheet homework. It was decided that all the mantras be posted in one place. The group needs to fill the form out on the SPASC site, scan and send to Tracy Mancuso. The internal statement and external statement need to be a distillation of what our purpose is.

3. **Technology Report – Wei Ma**
   Wei reviewed the hand out 2016-2017 Strategic Plan Current Status-Faculty in Educational Technology.
   1. Implement a faculty mentoring program: Currently, there are four faculty members in the mentoring program. Invitations to two more faculty members were sent and Wei is waiting for their response.
   2. Develop and deliver multimodal training: Moodle, OmniJoin, TALON/CISCO user manual and video are finished. Mark requested tracking the number of views and downloads. Instructional Skills Workshop (ISW) is now required for probationary faculty. Participants now receive a raise in pay of 2.0. In SP17, Wei will create a .05 credit Technology Training course for staff.
   3. Assess the need for e-Learning center: Learning Technology sub-committee met and it was suggested to reach out to other institutions to see how they provide such a support mechanism.

4. **Enrollment Management Plan**
   Documentation had been given out for the group to read. Do you feel like you have enough basis for what Enrollment Management Planning is for us to move forward? "What are the focal points that need to be integrated?" The Accreditation team will expect to see

an Enrollment Management Plan particularly at an institution that is dealing with fluctuation enrollment, economic issues surrounding the community college, and we are under the gun with Higher Learning Commission on completion and persistence. We are already doing a lot of the things you would expect to see in an Enrollment Management Plan. We need to systematize it in an Enrollment Management Plan. The Enrollment Management Plan spans the whole student experience. NPC has a prototype to work forward from and there are lots of good ones out there to work from. President Swarthout would like people to look at what we currently put in place that was never there when we had the old Enrollment Management Plan and how we moved forward already and where we need to go further. President Swarthout would hope that Enrollment Management Plan would look to see that we have solid pathways, do we have too many pathways for students. How do we recruit students, get them in the door, do we have obstacles inside the institution that prevent them from moving in and through the institution successfully? Mark asked, "What is the order in which we do things and the second is who does them and how?" Do we look at this idea of a philosophical underpinning, if so; the mission statement needs to come first. Do we as a first step, take a solid inventory of what we were doing right now and whose doing it or why they are doing it? Who does the work on the next step? Do we want to assign a sub group? The inventory should be a larger committee. ADHOC committee will be responsible for Enrollment and Technology. The different departments may need to get help from this group on one to one basis what relates to a student experience. Mark will e-mail everyone a sketch template that everyone can follow. Video meeting on December 2, and a Live meeting on December 16 Mark will not be attending.

5. **Technology Management Plan**
   Not Discussed.

6. **Transportation Survey**
   Lisa reviewed the results of the Transportation Survey which had 448 responses that was sent to faculty, staff and students.
   Q1. If the person answered "no" transportation is not a problem the survey ended. The survey had 112 continue on to finish the survey.
   Q2. The data suggested students struggle to pay for gasoline.
   Q3. The data suggested carpooling has some interest.
   Q4. The data suggested that On-line or hybrid classes could be other options that students are utilizing.
   Q5. Top four responses ranked by order of highest percentages.
   > *1. Travel in own vehicles*
   > *2. Ride with someone else*
   > *3. Use as much information on the web or over the phone*
   > *4. Use public transportation.*
   Q6. Response "always the sole source of transportation" was the top answer.
   Q7. The data suggested transportation system is not widely known.
   Q8. The data suggested the transportation systems' schedule does not work for getting the students to and from classes at NPC.

The transportation system's schedule is built around a 9a to 5p person's work schedule this limits most students. The question was "Does the lack of transportation hinder the persistence and completion of students?" Based on the survey, the question was not answered. Communication is an issue "Why do students not know about the transportation system." "The local transportation systems could they work with student's schedules?" Research with localized focus groups for each area where we have campuses or centers would be helpful. Surveying the 900 talon students in their specific area and keeping the information separated was recommended. It was suggested to speak to Josh Rogers to have the advisors survey the students that are our non-returning/non-completers by phone. It was also suggested to partner with agencies such as One- Stops at DES. Northland Pioneer College and Ernie Eagle Facebook pages have a quite big a following; Ann could do a live poll for non-returning.

7. **Convocation Planning**
   SPASC will have 30 minutes in the General Session at Convocation. Four breakout sessions will be planned for SPASC at Convocation: Enrollment Management Planning, Technology Management Planning, Current Strategic Priorities and Public Website. Raw video footage of students saying how NPC transformed their life will be shown. A slide show of the different activities will be shown, too.

8. **Next Steps/Review of Tasks**

   Task: E-mail a sketch template to the committee relating to Enrollment Management Plan. Template is due back Dec 9 – **Mark Vest & Committee**
   Task: Complete the Mission worksheet on MyNPC and scan to Tracy – **Committee**

9. **Adjourn**
   The connection was lost; we ran out of time.