Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes
Monday, August 18th 2017
9:00 a.m. – 11:30 p.m.
PDC – NLC 142

Voting Members in Attendance: Peggy Belknap; Maderia Ellison; Randy Hoskins; Susan Jamison; Eleanore Hempsey; Colleen Readel; Vicki Bessinger; Ann Hess; Nicole Ulibarri.

Advisory Members in Attendance: Bill Fee; Jason Foutz; Stan Pirog; Mark Vest; Tracy Mancuso.

Others in Attendance: Paul Hempsey (Recorder); Sandy Manor; Jeremy Raisor; Josh Rogers; Jeanne Swarthout.

1. **Call to Order**
   Randy Hoskins called the meeting to order.

2. **Roll Call**
   Paul Hempsey conducted the Roll Call.

3. **Voluntary Product Assessment Template (VPAT)**
   Sandy Manor presented the templates from George Mason University (the first University sued for technology accessibility issues), and asked the committee for guidance on adopting a reworked template for NPC and the possibility of setting up a committee to ensure best practices.

   Stan Pirog noted that the college would be asking the vendors to complete this form as part of the requisition process but responses could be nuanced, for example the vendors software may not be capable of reading content for a student but the Operating system might, and that perhaps an attorney, with experience in this area, might need to review the information. President Swarthout noted we could work through the Trust attorneys if we felt it was necessary. Mark Vest asked if many schools had adopted VPATs. Sandy Manor responded that a lot of schools had already adopted it and referenced the issues at ASU with regards to using Kindles for textbooks.

   Maderia Ellison mentioned that the Purchasing Officers from the Arizona Community Colleges meet often and VPATs had so far not been discussed and this could be a good place to start gathering information. Maricopa was recently sued and lost the case and Sandy Manor will reach out to see what their response has been.

   Josh Rogers mentioned that if anyone was thinking of new software that they should have a conversation with Sandy Manor before purchasing to find out what questions might need to

be asked. Deans, Directors, I.S., and potentially the Business Office would be the areas heavily involved in these requests.

4. **Federal Compliance**

   Jeremy Raisor reviewed the information he had provided and highlighted where he was having issues. The committee discussed where some of the data could potentially be found or sourced from. Jeremy was asked to attend the next teleconference with Eva Putzova.

   Jeremy asked for a timeframe for the work that he needs to complete. Information provided to the Criterion Teams at the last meeting was provided with some additional deadlines.

   Mark Vest reviewed the HLC presentation on Key Insights on the Open Pathways process, noting areas he felt the college might be concerned, and the committee discussed ideas and data that may need gathered. Mark Vest noted that we had no issues, during our last review, on assessment as we were part of the Academy but this would not be the case this time. Dr. Swarthout noted the help from Eva Putzova and the addition of Dr. Yip-Reyes would help immensely.

   Mark Vest suggested there were plenty of reasons for making Moodle mandatory for faculty to use, not least a student course evaluation tool and an early semester test. Randy Hoskins stated that training would be required for a number of faculty members on how to use Moodle. Eleanore Hempsey suggested having a wait list for classes would be very useful.

5. **IE Request Form**

   Mark Vest reviewed the form created to request data from Institutional Research. This will help them prioritize their workloads and provide data on which areas are using them the most.

   Peggy Belknap made a motion to adopt the form as presented and notify the college. Colleen Readel seconded. ***The motion passed unanimously.***

6. **Convocation Debrief**

   Eleanore Hempsey provided a summary from the Distance Learning breakout and Mark Vest noted a report from Dr. Ma was available on MyNPC.
   Mark Vest provided a summary from the Enrollment Management and Transportation/Childcare breakouts.
   Josh Rogers and Jeremy Raisor provided a summary from both PASS breakouts.
   Dr. Swarthout provided a summary of the Mission, Vision, Values changes and Training votes.

7. **SPASC Authority to Assign Responsibility for Priorities**

   Mark Vest asked if the Committee was asking for somebody to be an OR or if it is an assignment. The Committee agreed it was an assignment.

8. **SPASC Membership Restructure**

Dr. Swarthout reviewed the decision to disband College Council and bring their charges under SPASC and to remove Administrators from SPASC. SPASC is the main Shared Governance group with powers such as:

1. Creating sub-committees and task forces.
2. Asking any area of the college for advice or to present.
3. Asking for data.
4. Ask anyone to attend a meeting or multiple meetings.

The committee discussed the planned changes with multiple members noting their concern about losing Mark Vest as a member as they felt he kept them on task and was a great facilitator and knowledge resource. Some committee members also had concerns about losing momentum and focus. Stan Pirog noted that making this change a year before a new President starts was bad timing. Eleanore Hempsey suggested this was exactly the time to make it as we couldn't know what a new President may do, or who they may replace on the Exec Team, and the committee needs to step up and take control so a new President does not take the college in a direction we don't like. Eleanore Hempsey believed the members of SPASC should discuss with their respective groups on what they believe the make-up of SPASC should be. She offered to take it to Faculty Association.

Peggy Belknap made the suggestion for the committee to bring their own recommendation for the make-up of SPASC, by position at the college, to the next meeting for discussion.

9. **Next Steps/Review of Tasks/Agenda Items**

Task: Check on VPATs with the Arizona Community Colleges CBO group – **Maderia Ellison**
Task: Inform IR team that Data Request Form was approved and provide to the college – **Paul Hempsey**
Task: Send Procedure 2125 to Committee – **Paul Hempsey**
Task: Come to next meeting, having reviewed Procedure 2125, with committee membership and structure suggestions – **All Members**
Task: Faculty Handbook Update for Federal Compliance – **Mark Vest, Deans, and Faculty**
Task: Agenda Items – **Paul Hempsey**:
  I. Membership Restructure
  II. Mission, Vision, Values

10. **Adjourn**
Susan Jamison made a motion to adjourn. Ann Hess seconded. ***Motion passed unanimously.***