Northland Pioneer College
Strategic Planning and Accreditation Steering
Committee Meeting Minutes
Friday, August 3, 2018
8:30 a.m. – 11:00 a.m.
Audio Classroom

Voting Members in Attendance: PJ Way (Proxy for Maderia Ellison); Kevin Jones; Jessica Kitchens; Susan Jamison; Lauren Maestas; Colleen Readel; Randy Hoskins; Ann Hess; Peggy Belknap; Randy Hoskins.

Advisory Members in Attendance: Judy Yip-Reyes.

Others in Attendance: Paul Hempsey (Recorder); Jason LaBute; Josh Rogers; Ricardo Aguilar.

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

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

3. **Approval of Minutes from 7/20/2018**
   Colleen Readel made a motion to approve the 7/20/2018 minutes as presented. Susan Jamison seconded. **The motion passed unanimously. Peggy Belknap abstained.**

4. **Assurance:**
   Judy Yip-Reyes reviewed the amended Accreditation timeline she had created and noted that the Criterion Teams would be meeting before the start of the Fall semester. Judy Yip-Reyes mentioned that the committee would be receiving drafts of the arguments ahead of meetings and stressed the need to do the homework and come prepared to discuss them. Randy Hoskins noted the HLC visit dates were on the document as was a key for some of the acronyms.

5. **Assigned Tasks:**
   Planning Cycle:
   Randy Hoskins showed the new planning cycle draft and noted the additions made by Judy Yip-Reyes for the Accreditation process. The committee discussed how and when ORs should/would be invited to attend.

   Ann Hess made a motion to approve the Planning Cycle as presented. Kevin Jones seconded.

Peggy Belknap asked why the committee should approve a living document that, from the discussion would continually change. Randy Hoskins noted a better motion may be to approve the format of the planning cycle rather than the tasks and dates.

Ann Hess amended her motion as discussed. Kevin Jones seconded. **The motion passed unanimously.**

Program Review:
Rickey Jackson provided an overview of the Program Review process and the template they were using, mentioning the template had been created with Eva Putzova's help but would be changing as they complete reviews. Rickey Jackson also noted where he thought certain reviews were strong and where they learned they need to improve. One item that the college has not done well is identifying what an NPC graduate looks like.

Judy Yip-Reyes asked if SPASC would want to review the data coming from Program reviews and possibly make it a strategic priority of the future.

6. **Convocation Planning:**
Convocation Agenda:
Randy Hoskins displayed the current Convocation Agenda for the committee to review.

Internal Communication Survey:
Not discussed.

Peggy Belknap asked if the standing committees, such as the Employee Relations Committee, should be presenting updates to SPASC on a regular basis such as once a month. Randy Hoskins agreed that they should but knew the HR department was struggling currently.

SPASC Report Card:
Randy Hoskins showed the PowerPoint that he and Colleen Readel would present at Convocation giving his assessment on each priority. Ann Hess noted that the Strategic Plan webpages needed updated. Randy Hoskins said he would contact ORs to provide updates and possibly close out some priorities.

7. **Break**
The committee did not take a break.

8. **Current Strategic Priorities:**
Employee Training:
Not discussed.

Tech Plan:
Not discussed.

Enrollment Management:
Not discussed.

9. **Long Term Plans/Concerns/Actions:**
   Ann Hess provided an update on Social Media and the new website.
   Randy Hoskins mentioned the need to finalize the Shared Governance procedure so the committee can move forward with the new format.

10. **Executive Report:**
    No report.

11. **Next Steps/Review of Tasks:**
    <u>Task:</u> Update Strategic Priorities webpage – **Randy Hoskins** will contact ORs
    <u>Task:</u> Agenda Items – **Paul Hempsey**:
           I.   Internal Communication
         II.   Enrollment Management Update

12. **Adjourn**
Kevin Jones made a motion to adjourn. Randy Hoskins seconded. ***The Motion passed unanimously.***