Northland Pioneer College

Strategic Planning and Accreditation Steering Committee (SPASC)

October 7, 2011

Members in attendance: Peggy Belknap, John Bremer, Brian Burson, Paul Clark, Andrew
                                   Hassard, Blaine Hatch, Jeannie McCabe, Debra Myers, Ryan
                                   Rademacher, Mark Vest

Advisory members in attendance: Eric Bishop, Eric Henderson, Ann Hess, Cindy Hildebrand, Jeanne
                                   Swarthout

Guests: Colleen Readel (recorder)

I.   Approval of Minutes from 9/16/11
      a. Motion to approve by Peggy Belknap; second from Brian Burson
            i. Unanimously approved
II.   Quick membership update
      a. Claude Endfield has been excused from SPASC by Dr. Swarthout as she has been on the
         committee for 3 years
            i. Jeannie and Eric will be working to fill her spot
            ii. Dr. Swarthout is deciding which division this space should be filled from
      b. Jeanne Swarthout asked if all members have access the SPASC MyNPC website and are
         they aware
            i. Eric – yes all new members have been added and been notified
III. Update on HLC Scottsdale Workshop
      a. Jeanne – in terms of the new criteria – there is a radical change to Criteria 5 in
         distributing items across other criteria. Criteria 5 is looking more like a compliance
         criteria.
            i. Eric stated that the beta version of the Criteria is posted on the MyNPC site – he
               will double check to be sure
            ii. Jeanne didn't feel that she learned anything new other than Open Pathway
      b. Mark thought the morning that focused on new criteria was very constructive. The "for-
         profits" were actively engage and dominated the Q&A.
            i. After lunch the summary of Open Pathway was nothing different than what we
               have heard at least twice
      c. Blaine would add that he heard that it sounds like that there are at least two versions
         before it is finalized
            i. Jeanne – Each version will end up coming out again and then final approval by
               HLC board. There was information that affected other schools like when they
               went into the Open Pathway but nothing alters where we are with that.

      ii. They will take to their board (HLC) in February – but that will not be a final at that point. It will be later in the spring.

    d. Jeanne reiterated what Mark stated that the sessions were very heavily attended by the "for-profits" from all over the southwest and they had a heavy presence at this meeting.

IV.   Open Pathway Project on Completion

    a. Jeanne has reviewed the material from convocation regarding both Open Pathway pilot group and completion groups

        i. She would like some feedback regarding a thought process of combining a completion agenda for the college with a pilot project for the HLC Open Pathway. Working on completion pipeline and we could set the goals with NPC, a high school from south**,** a high school from north**,** and NAVIT and work it as a team to up our completion and up our pipeline, improve our relationships with our high schools and make it an HLC pilot project.

            1. Changing the thinking to completion and student success rather than FTSE numbers and improving the pipeline in Navajo County and our relationship with some of the high schools

            2. Think about how we could work with the high schools and NAVIT – we could take some of the goals out of the community college vision statement and drill them down to a local set of outcomes

                a. Benchmark it as a pilot for two years then run it as a project for HLC with different benchmarks

                b. Jeanne would like feedback from this group before she gets too far into this – why this is a good project or a bad project or what would be bumps in the road

                    i. Deb – there has to be steps to work with the high schools – from their end, will they be willing to work with us?

                        1. Jeanne – In addition to a north and south high school, Jeanne would also like the Navajo County Superintendent engaged. We would have to have conversations with them. It would have to be jointly conceived. She would pick a north and south high school that we struggle with and make it a challenge.

                            a. Deb received placement test results back for area high schools if Jeanne would like to see them.

                  ii. Andrew – does this hinge on the definition of intent in completion or on how long it is taking people to finish whatever they are doing?

                1. Jeanne – That would be part of the discussion, we would include our partners on that part of the discussion. We have some definitions of completion in the community college vision statement, whether we want to use them or not is the question

          iii. Eric H. – do we currently have any information on where high school students go from the high schools? We know some of the students go to universities, and some come here to NPC.

                1. We can get that from the National Clearinghouse and it's important to factor that in

      c. Keep this in mind and we can revisit it at a future meeting

V. Portfolio Content Group Discussion

    a. Do we want to get the group started with the information we have? This is the group that will collect information for the portfolio and Open Pathways project and cycle

      i. Jeanne would like to get this group moving. In January we are going to have to get the criteria going

    b. Eric asked Jeanne, do you want to lead the group or do you want to have someone else in the group lead?

      i. We can convene the group and meet for a couple months and then have Leslie Wasson lead the group after she has been here for a while.

    c. Mark's perception of the criteria was they were set on what they would like in it. What they were taking questions and taking advice on is how to shift things around on the different criteria

      i. Jeanne agreed and stated that is why the redoing of the numbering of the strategic plan needs to wait. The direction, requirements are all going to stay the same even if they move things around.

VI. Scan the Plan – Pillar 3

    a. Eric received an email of concern that we were starting with Pillar 3

      i. He chose Pillar 3 since it was a shorter Pillar. He is open to changing

      ii. Peggy stated she is the one who brought up the concern. She would like to get into other areas since we spent a lot of time with IS items in the previous meeting. She is also fine with starting with this.

      iii. Eric asked if there was a preference of where we start

          1. Jeanne stated we could start at the beginning

      iv. It was decided by the group to start with Pillar 3 since Eric is prepared

    b. Pillar 3 – Eric went over the Pillar description for the new SPASC members

      i. Priority 1 Goals

          1. Enhance technology resources

a. Provide ubiquitous wireless capabilities – approximately 6 weeks to completion
b. Ensure there are effective advisory groups in place – Jenzabar Users Group (JUG), Technology Advisory Group (TAG) (not yet in place). He has not set up membership for TAG as of yet. Eric asked for suggestions. He was hoping for this group to be a little less formal
    i. Eric H. asked if there could be another name for the Technology Advisory Group due to the TAG agreements with ASU.
        1. Eric B. said he could figure something else out
    ii. Eric B. is hoping to put the group on the Adobe Connect for a standing meeting once a month
    iii. Blaine stated to make the group effective for an open group there would need to be some structure defined
        1. Eric B. agreed and suggested a format similar to College Council
c. Deploy remote network, server and desktop management college-wide – 95% completed
    i. Mainly software to assist the Support Center in remotely helping end-users to solve issues over the phone more quickly
d. Voice over IP phone system at all campuses – ahead of schedule
    i. Blaine asked regarding TTY/TDD services what are the plans – are we going to have equipment in specific locations?
        1. Eric stated we need to sit down with Sandy Manor and plan equipment needs and costs
            a. TTY – teletype
            b. TDD – telephone device for deaf
e. Implement security and recovery plans – working on
f. Print management – delayed
g. Single sign-on – completion date August 2012
h. Technology policies and procedures – working on now
i. Grant funding opportunities – not a lot of exploration
j. Implement internal Network Operations Center (NOC) – completion for 2012
    i. Place to actively monitor the network in real-time. Currently paying vendor to do this for us.
k. Build private network connections to Hopi center – not much progress

     i. Worked with new vendor, waiting for upgraded service in November or December for less costs

   l. Provide 100Mbps connection – working on with Title III

   m. Eric covered several bullets that are ongoing – did not cover individual bullets

   n. Automate recurring IR generated reporting – implemented ARGOS – working on currently

   o. Use of mobile devices within the college – iPad 2 pilot group, Eric will be announcing group today

  ii. Priority 2 Goals

   1. Enhance technology resources and infrastructure

    a. Enable video remote interpreting and other assistive technologies in all classrooms– can be done through Adobe Connect

    b. Provide a/v capable portable computers with access to DRA resources – working on a special login for DRA students

    c. Enable infrastructure to support 100% online and universally accessible curricula – model classrooms and Adobe Connect will help with this

    d. Pilot at least four course offerings on Adobe Connect

     i. Interest in Arts & Sciences

      1. Eric H. stated enthusiasm has dissipated. He has one faculty member who is willing to do a class on Adobe Connect but the enrollment is very limited.

      2. Eric B. stated that Adobe Connect has been ready for quite some time. We need to communicate again with faculty the capabilities with Abode Connect.

     ii. Discussion of uses for Adobe Connect

     iii. Jeanne feels we need to get back with faculty on the concept and pilots. Even if the first couple classes are with the hybrid components we need to try it out.

     iv. Eric H has talked with faculty when he was putting together the schedule for Spring and had no interest

     v. Mark thinks that faculty does not feel comfortable with the technology

      1. Andrew agreed

     vi. Eric B stated the Adobe Connect trainings are still be held on Wednesday's with Linda and Robert and there is little attendance

1. Ann asked that Eric send out a reminder email about the Adobe Connect standing trainings
2. Brian stated he also has asked Eric to attend the next Faculty Association meeting to talk about model classrooms and he is on the agenda for the November meeting
   a. Eric stated he would send out a reminder regarding the Adobe Connect trainings and confirmed that he is attending the Faculty Meeting

vii. Paul asked if there has been consideration of one-on-one trainings
   1. Eric stated we can do that to a point, but with Adobe Connect you are better off being in your classroom and logging on and working with the program. As far as coming around one-by-one we can do that but if there is a lot of demand, it would be better to do a group of people due to resources and staffing.
   2. Mark stated you could contact Wei Ma and work with him one-on-one
   3. Eric H feels this could be a good discussion with the Instructional Division and Instructional Council
      a. Mark will invite Wei Ma and Eric B to the next Dean's meeting to discuss this and then move to Instructional Council

e. SmartBoards are being rolled out to more classrooms and labs
f. Centralized labs may change a little with the skill centers
g. Support & upgrade the College's learning management system – we are bringing Moodle in house for the Spring Semester – currently hosted in an outside environment by Remote Learner - Moodle should be running on our servers for the Spring semester

iii. 3.2.2 Provide administrative and student services with increased efficiency, scope and reach through technology
   1. Update Jenzabar – going on now – activity in the Financial Services area, Financial Aid and Records & Registration
   2. Emergency notification – switch from Honeywell to new system with more functionality and better reliability
      a. Provide recommendation to executive team on the 17th

3. Online collaboration tools – shortly after December 2011
4. Enable 100% online registration with Jenzabar
5. Enable audio desktop conferencing on 100% of staff computers – Adobe Connect
   a. Jeanne asked if this **is** useful to the group or too much detail and how much does the college know?
      i. Eric stated that they are doing some work in MyNPC and customizing the area based on if you are student, staff or faculty
   b. Mark asked if we need to take a part of the All College video meeting for Strategic Planning updates?
      i. Jeanne feels it depends on the level of the detail content of the update. There is a level of detail that the college may not **c**are about or be able to understand. We may have to be careful if we did that.
      ii. Blaine feels if we want to have participation in the All College meeting, it may be a good thing to remind people or let them know if they are interested in knowing about specific pieces. We need to keep the level interesting
      iii. Eric H. apologized for zeroing in on the Adobe Connect pilot classes in the strategic plan. For the strategic plan maybe we should be more globally oriented. It's a matter of choosing your audiences where the level of detail is important.
      iv. Paul feels that if all this technology is not properly presented**,** instructors will fall back into their comfort zone and it will be just nice to have
      v. Eric B. stated that is why we are working on a stable foundation to provide support for all the emerging technology.
      vi. Brian added that is why he invited Eric B to come to the faculty association meeting to present information directly to the faculty regarding model classrooms, technology upgrades and any other technology related information the faculty wants to know so they see it first hand, not just through email. We are making the move to get the information out there
      vii. Eric B asked if there is a group that would like him to come and talk or answer questions about technology

updates or the strategic plan or anything else he would be happy to come and speak with them.

6. Eric continued with the Pillar 3 update and went through final bullets
   a. MyNPC revamp – written instructions and videos are posted
   b. Self-help – goes with basic curricula – how to do things but answers to questions
   c. Professional educational memberships – standing item
   d. Continuous training for IS staff members – continuous item

c. Eric asked for any questions, comments, suggestions
   i. Mark stated he felt this was helpful
   ii. Peggy stated she thought we wanted to do this again but not so drilled down detailed. She would like to cover what is happening this month or if there are issues with something.
   iii. Eric asked if it would be helpful to prep the Pillar leads or groups prior to the meeting?
      1. Jeanne stated that in February we're going to have to start summarizing for the Board and start revising for the next round.
      2. Eric – we'll have to talk about what Pillar we want to do next, ask the Pillar lead to present at the next meeting a summary of the accomplishments and challenges.
      3. Dr. Swarthout stated in February we will need to start summarizing again
   iv. Eric H. and Peggy will be ready to present Pillar 1 at the next meeting
      1. Discussion of Pillar leads – where is list?
         a. Colleen located list and will post on MyNPC
      2. Look for questions you may have on Pillar 1
      3. We can produce a list that we can present to the college, whether that's MyNPC or another venue, with where we're going with the plan
      4. Where is the strategic plan? There is a copy on MyNPC. It is also on the homepage under About NPC/Administration/NPC Strategic Plan: http://www.npc.edu/npc-strategic-plan

VII. Other
   a. Motion to adjourn by Peggy Belknap; second by Paul Clark
      i. Unanimously approved