

Clackamas Community College

Instructional Standards and Procedures Committee Charter

DRAFT

Mission:

The Instructional Standards and Procedures (ISP) Committee is charged with the task of regularly reviewing as well as updating, adding and making changes to the Instructional Standards and Procedures of Clackamas Community College. This committee works to maintain a fair and thorough process in the consideration, evaluation and decision-making related to Instructional Standards and Procedures.

Purpose:

The Instructional Standards and Procedures Committee is part of the Clackamas Community College shared governance process. Instructional Standards and Procedures provide students and staff with information and procedures related to the students' overall academic experience in enrollment, coursework, and degree and certificate completion at Clackamas Community College.

Definitions:

Procedure: an established way of doing something, a process that is followed in a systematic way.

Standards: rules or principles that are used as a basis for evaluation and judgment

Instructional Standards and Procedures: (Do we need a definition, or stated criteria here? College or President's Council might provide this based on the last College Council meeting)

Meeting Schedule:

The ISP Committee meets on the second and fourth Friday of each month from 8-9:30AM.

Scope:

The ISP Committee is tasked with the following duties and responsibilities:

- Provide input to establish best practices regarding Instructional Standards and Procedures at CCC;
- Inform and consult with students, faculty, administration and enrollment/graduation services staff regarding Instructional Standards and Procedures
- Decide which Standards are priorities and in need of review based on need and a five year review cycle;
- Promote a collaborative model to support student retention and completion **(Does this belong within scope?)**
- Provide a process for bringing forth new standards
- Determine whether or not a policy should be included in the ISP Manual
- Maintain a list of the current status of all ISPs that includes subcommittee or workgroup assignments and target dates.
- Communicate additions and changes to the ISP Manual with all faculty and staff.
- Bring any new or revised ISPs to the attention of College Council for adoption.

Process:

- Review standards and/ or procedures in committee sessions, (new and existing) ***we need to establish a procedure for new procedures.**
- Establish subcommittees for a more focused evaluation
 - Gather input from additional college stakeholders/resources as needed
 - Review any associated legislation or other related external requirements
 - Bring revisions/recommended changes back to the full committee for discussion
 - Incorporate full committee feedback into a draft to submit to College Council
- Take the revised or new standard and/ or procedure to College Council (two read minimum)
 - If the standard and/ or procedure is approved by College Council it is added to the Manual, if not,
 - It goes back to the Committee for further work and is brought back to College Council for Final Approval.
- When College Council approval occurs, it is added to the ISP Manual
- The new or changed Standard and/or Procedure is published on the ISP website where it can be accessed by the college community
- The new or changed Standard and/ or Procedure is shared with faculty and staff by the ISP committee recorder and/ or the registrar.

Relationship to Other Committees

The ISP committee works in conjunction with the Curriculum Committee and reports to the College Council.

Membership

Membership on the ISP Committee shall have broad representation from all academic divisions at the college, and will include faculty, classified, administration and students. Some members will be considered permanent, while others will be on a one or three-year appointment, with membership staggered among the three years for continuity. Members will be appointed to the committee by their Dean. The number and allocation of members are listed in the following table.

Area of Representation	Length of Service
Chairperson	
Dean, Arts & Sciences	Not Applicable
Institutional	

Ex officio member: Vice President of Instruction and Student Services	Permanent
Dean (or Associate), Arts & Sciences	Permanent
Dean (or Associate), Academic Foundations and Connections	Permanent
Dean (or Associate), Technology, Health Occupations and Workforce	Permanent
Dean, Curriculum, Planning & Research	Permanent
Curriculum Specialist, Recorder	Permanent
Registrar or Director of Student Academic Support Services	Permanent
Evaluations or Advising	Permanent
Arts & Sciences	
Art, Music, Communication Studies	3 years
Social Science or World Languages	3 years
Science & Engineering	3 years
Business & Computer Science	3 years
Horticulture	3 years
At-Large (Faculty)	3 years
Academic Foundations and Connections	
English	3 years
Skills Development, ESL/PIE	3 years
Math	3 years
At-Large (Faculty)	3 years
Technology, Health Occupations and Workforce	
Manufacturing, Automotive	3 years

Health Sciences	3 years
Criminal Justice, Human Services, Education, Fire Science, Apprenticeship, Customized Training	3 years
At-Large (Faculty)	3 years
Other	
Part-time Faculty Rep	Must be employed by the college during term
Classified Association Rep	2 years
ASG	1 year (or rotating)