Minutes

October 9, 2015

Present: Dru Urbassik (recorder), Taylor Donnelly, Pam Clem, Richards Rueb, Ellis Mouser, Chris

Sweet, Larry Cheyne, Bill Waters, Kandi Starr, Tory Blackwell, Andrea Csavajda, Patty DeTurk, Sue Goff, Brent Finkbeiner (ASG)

Not Present: Jackie Flowers, Darlene Geiger, Chris Konieczka, Wes Locke, Jim Martineau, Jen Miller, Camilo Sanchez

Guests: Jane Littlefield

1. Review Charter and Membership
	1. re-capped last year’s charter review process.
	2. Pam Clem verified our mission
	3. reviewed the yearly ISP update process
	4. discussed the rebuilding of subcommittees
	5. Membership
		1. still need to fill Nora’s place
		2. committee agreed to change language from *HOR* to *HOR or at large* due to the limited availability of committee members from this area
2. ARC Committee and ISP
	1. Sue is working with Tara to see where ISP and ARC may overlap
	2. Tara and Sue will present the ARC/ISP relationship at the next President’s Council meeting
		1. same processes and templates should be used for both committees
		2. same categories should be used (ie: Instruction and Courses, Student Services/Enrollment to Graduation, etc.)
3. College Council report back:
	1. CC approved the removal of Adult Basic Ed and EEG ISPs because they are more department driven
4. Subcommittee Summer Report
	1. Standard Organization Structure
		1. Taylor presented the proposed organization structure
		2. discussed how to list; by number or category
	2. Formatting
		1. Dru presented the proposed new templates for standards and procedures
		2. discussed the difference between “policy” and “standard”
			1. “standard” had been used previously due to the name of our committee
5. Goals for this year:
	1. have one place where students, faculty, and staff can access policies
		1. a public webpage repository
	2. Update terminology and templates
		1. make them universal
	3. Organize all Standards, Procedures, and Appendices
		1. implement a new organization structure
		2. remove procedures from standards
			1. Sue will check and make sure that procedures do not have to go through College Council
		3. update all existing documents using the new templates
		4. Combine, split, and define current, new, or needed standards, procedures, and appendices
6. Clock hour and credit hour policy
	1. Required for Accreditation
		1. should go through Curriculum Committee as soon as possible
	2. Pam remembers that this was reviewed in Curriculum Committee
		1. outlines were changed to reflect the 3 hours of in-class/our-of-class activity
	3. Bill will look into this and report back next meeting
7. Non-credit Technical Certificates
	1. Pam defined Non-credit Technical Certificates
	2. Pilot to be launched for the 2016/WI term
	3. may need to update a few ISPs in order to accommodate Non-credit Technical Certificates
8. Guarantees
	1. Are they still offered? If, so how are students informed of this opportunity
	2. Sue will follow-up with President’s Council