**Minutes**

November 13, 2015

Present: Dru Urbassik (recorder), Taylor Donnelly, Pam Akini, Richard Rueb, Darlene Geiger

Larry Cheyne, Bill Waters, Sue Goff (Chair), Ellis Meuser, Jen Miller, Jane Littlefield, Nora Brodnicki, Patty DeTurk

Not Present: Andrea Csavajda, Chris Sweet, Chris Konieczka, Jim Martineau, Kandi Starr, Tory Blackwell Camilo Sanchez, TJ Holland (ASG), Jackie Flowers, Wes Locke

Guests: Dustin Bare

1. Overview from last week-
	* Introductions
2. College Council Feedback
	* Request to change review cycle to 5 years
		+ Will be on the next agenda for college council
		+ Will most likely be approved
3. CLEP Table –Darlene
	* CLEP ISP/Appendix F
		+ 3 appendices for IB, CLEP, and other credit
		+ Grad services wanted to have the appendix updated due to other types of credit
		+ DSST credit (military credit)
			- Grad services has started grid charts
		+ Wants permission from ISP to modify the CLEP table
		+ Need to expand the list of courses we accept CLEP score for credit
	* Checked Credit for Prior Learning ISP
		+ IB and AP are listed
		+ CLEP should be added
		+ Military credit needs to be added as well
	* What do we do now?
		+ Can we update this?
		+ Anything that Grad Services have will be updated
		+ Subcommittee will work on DSST with Darlene
		+ Campus still working on CPL wide
	* Follow-up for next meeting
		+ Appendix F gets updated
		+ Start the work for a similar table for DSST
			- Grad services has started this work
			- ISP will catch up with that work
		+ Current CPL states “such as CLEP” so we can do this work under the current ISP
		+ Subjects from which faculty have given approvals can we carry on with that approval with students or do we need to wait until the appendix is updated
			- committee agrees that we should be able to award theses as they are approved
				* the ISP covers these changes already
			- Darlene and Grad Services will let Dru know when new courses are added
				* Dru will updated Appendix F as courses are added
4. New Templates
	* *ARC Feedback*
		+ ARC in favor of the organization templates and format
		+ Prefer to use a number scheme instead of initials. (ie: 100, 200, 300)
			- Allows us to change categories without having to change the categorization system
			- It was brought up that this may result in a grab bag situation, sort of how it is now. Perhaps it would be better to think about “What kind of thing this is” instead of “What number do I stick this in?”
				* Dewey decimal system instead of the University System

100, 110, 120,

Will allows us to be even more refined if we wanted

* + - * ARC is still struggling with the idea of separating the standard from the procedures
				+ When talking during ISP the few members of ARC that were present seemed to like the separation

Allows students to just pull procedures and not have to filter through additional information

Can update procedures without going through College Council

* + - * ARC wants to follow the same processes and formats as ISP
	+ *Format Approval*
		- Template (with Standard, not policy) format is approved
			* Title at the top
			* Keep Summary
		- Will go with numbering
			* Fine tune later
	+ Work Plan
		- ARC should work with ISP to categorize the ISPs into Taylor’s grid
		- Taylor, Jane Littlefield, and Darlene (ARC) will make up the subcommittee
			* Sue suggested to incorporate a student
				+ Darlene will work with AGS Prez to determine who will assist with that

TJ volunteered, needs schedule

* + - Approx. 5 hours of work
		- Report back on January 15th
1. Clock Hour Credit Hour Policy Update
	* Bill pulled together
		+ NWCCU standards
		+ Two versions of what a credit hour policy can look like
	* Next Step
		+ Bill wants a faculty subcommittee to sit with him
		+ Probably two people
			- Sue said that Tory wanted to work on this
			- Nora wants to be part of the subcommittee
		+ Will work with them and bring back in January
	* Does this affect transferability to other institutions?
		+ The policy drives the same decision that it does for us
		+ This lays out what a credit hour actually mean and makes it universal
2. ISP- Class Section Cancellation Guidelines
	* Request from the Deans
	* Need more guidance on class cancellation
	* Sue will lead sub-committee
		+ Sub-committee with work with chairs
		+ Then bring back to ISP for approval
	* Volunteers
		+ Jen Millers
		+ Larry Cheyne
3. Sub-committees
	* Outstanding work
		+ **Self-publish Text Adoption**
			- The campus use to have a text book committee, but it has since been dissolved
			- There are two ISPs that could be merged
			- New discussion around OER materials
				* Seems like this stopped work on this last year
				* What do we want to do?

Do we want to wait until the OER matures?

Do we want to work on it until we get more information about OER?

Will have to work with outside departments

ASG is looking at OERs as well

Cost of text books is a huge student issue

* + - * + It seems as if all of these things are related, but we should let the organization method separate them

Maybe a standard for text book adoptions and several procedures?

* + - * + How does one adopt materials for the course

Do we need separate procedures for the different materials or just write it as class materials

* + - * + Sue wanted to see if anyone wanted to look at the formatting and separate it out.
				+ Sub-committee

Jane Littlefield, Jackie Flowers, Dave Mount, Ellis Meuser (lead)

Report Back January 29th

* + - **Sue is still working on whether or not we are going to keep the guarantees**
		- **Advanced Placement and all other CPLs**
			* Bill, Sue, Darlene, Pam
				+ Sort out what the ISPs should be and then continue to procedure work
			* Report back December 11th
		- **Course Substitution or Waiver**
			* Taylor was on the committee previously
			* Sue suggested that we could table this for the time being
	+ New to review for this year
		- **Determining the Ability to Benefit in an Educational Environment**
			* + Patty DeTurk (lead) and Nora
				+ Report back December 11th
		- **Underage Enrollment: Student under 18**
			* + Camilo Sanchez, Chris Sweet
				+ Work with David Plotkin
		- Everyone else please look at the upcoming ISPs for the year. We will review them at a later date
1. Plan for next meeting
	* Tara and Sue are on the President’s Council Agenda for the organizational structure
		+ They will do the same presentation to College Council after President’s Council approval
		+ Need to update the formats once approved
			- Need to separate the standards, procedures, and appendices
	* ISP Updates
		+ Clock Hour and Credit Hour Policy
		+ Class Section Cancellation Guidelines
		+ Advanced Placement and all other CPLs
		+ Determining the Ability to Benefit