Minutes

December 11, 2015

Present: Pam Akini, Tory Blackwell, Nora Brodnicki, Larry Cheyne, Jackie Flowers, Darlene Geiger, Sue Goff (Chair), Jane Littlefield, Wes Locke, Ellis Meuser, Jen Miller, Rich Reub, Chris Sweet, Dru Urbassik (Recorder), Bill Waters

Not Present: Patty Deturk, Taylor Donnelly, Chris Konieczka, Jim Matineau, Camilo Sanchez

Guests: April Smith

1. Overview from last week-
   * Introductions
2. College Council Feedback
   * Request to change review cycle to 5 years
     + Second read was completed
     + Approved through college council
3. Guarantees
   * These no longer are being offered per Joanne
4. President’s Council Feedback
   * Organizational Structure
     + Tara and Sue did a small presentation on reformatting the documents for ARC and ISP
     + Also stressed that we need as website to house all these form
     + Worked out the details of the numbering and organization
     + Positive feedback
       - One person wanted to make sure that there is a search feature for the web in order to find the documents easier
     + After the sub-committee reports back in January the final format will be presented to College Council, late January or early February
5. Determining Ability to Benefit

* This relates more to FA, got passed to Darlene
* We should get rid of it or improve it to make it tailored for the right audience
* What happens in ESL and Skills
  + Classes are 20 to 50 dollars
  + Supported by a grant
  + There are some students who take theses but don’t make progress. It’s a space to connect. The tolerance for non-progress if much greater for these courses due to the service it provides
    - Issues, causes more disruption
    - Takes seats from other students
  + Could take care of this in-house
  + Now have 14-15 students that are like this
    - Don’t want to be here
    - Will most likely be here for many years
* No mention of FA in the ISP, but this is a FA thing
  + This is a procedure not a policy
  + What is the standard?
* Not specific at all in the way it is currently written
* Bill is torn on this
  + Did not read it to be constrained in the environment mentioned above
  + Wonders if we don’t have an ISP like this, what do we do?
  + Maybe we need a standard
    - To show that we are supposed to do something
    - Perhaps we should have a Standard/Policy
* Sue suggested that the sub-committee should look at other schools to see if they have a similar policy or standard
  + Nora will look into this
* What does Ability to Benefit Mean?
  + Where do we draw the line with students?
    - Just because a student isn’t a transfer student doesn’t mean we should push them out of the school
      * That is not the community college way or mission
    - What about students who do not have the simple skills to complete their program or to be employable
      * Maybe we can guide them in a different focus area or other path
        + That way they can excel
    - We need to develop a better plan
* This spreads further than simple skills
  + Need a way for instructors to assist and help these students in various ways
    - Standard is needed for guidance
* This is for the person who is not making progress in the same course over and over again. This is not for the student who cannot complete a written assignment due to a language barrier, but are making progress in the courses verbally
* Next Steps
  + Nora will take these discussions back to her sub-committee and the other parties she has been working with
  + Perhaps the title is incorrect and needs to be updated as well
  + Need to make sure that we are following legal regulations as well
    - We do not want to cross and legal lines or boundaries

1. 2014-15 Committee Status
   * Course Substitution or Waiver
     + Did some work last year, the sub-committee came back with some recommendations, it was sent back to the sub-committee who some updates
     + Other than Taylor, who else was involved with this?
     + They should liaison with Jim Martineau to find out where they were.
       - Larry volunteered to be on the committee
       - Larry will follow-up with Jim to see where they were
   * Assessing Outcomes
     + Sue is wondering if this should even be and ISP
     + Should the assessment committee actually look at this?
     + The ISP committee reviewed the current ISP
       - Sue thinks it should be broader
       - Should this be referred to the assessment committee
     + ISP Committee was in agreement that the assessment committee should look at this
       - The standard language should be updated now
       - The procedure could be created next year
     + Accreditation
       - We have a recommendation from the last visit that we should have this
       - That is why the standard should be created now, before the visit
       - Short but encompassing
     + Next steps
       - Place on assessment committee agenda
2. 2015-16 Committee Status
   * Underage Enrollment
     + Jackie will help with this along with Chris Sweet
     + If the student is under 16 it changes their enrollment process
     + Chris will be the lead, will reach out to Camilo
     + Jaime Clark will be added to this sub-committee as well
     + Will Report back January 29th
   * Registration and Transcript Restrictions
     + Chris, Nora will work with Tara
     + May move this to ARC, sub-committee will look at this to determine who should own this, ISP or ARC?
     + What level of faculty involvement is needed
       - Need a good understanding of the procedure
       - Do faculty care where the policy is
       - Do they need to drive this
       - Faculty should have primacy for this at this time
     + Nora thinks this need to stay in ISP until ARC figures out what they want to do with this
     + This could be a good test run for the ISP/ARC grey area
     + Allows the instructor to request a hold in order to motivate the student to bring back the item
     + Darlene and Matthew should be a part of this too due to the “student of concern” part of the current ISP
     + What are the outcomes to the student if there is a hold placed on their registration and/or transcripts
     + Report back in February
   * Courses that Can be Repeated for degree completion
     + ISP Committee reviewed the ISP to see if it needs to be updated
     + This falls in the faculty realm
     + Jen Miller (lead), Tory, Wes
     + Consult career services and CWE
     + Will report back second meeting in February
   * Math Placement
     + Larry (lead), Pam, Ellis, Wes
     + Maybe reach out to Kandie
     + Dru will make the link match the title
     + Report back in February
   * Variable Credit
     + Same group as Courses that Can Be Repeated for Degree Completion
     + Report back second meeting in February
   * CLEP
     + CLP group will look at this first
3. ISP and ARC
   * ARC is realizing that they need to have some extra documents, which is why we are collaborating with them.
   * The criterion for what goes to ISP and to ARC has not been determine just yet.
     + How to these documents flow between ISP and ARC?
     + Do we both look at it?
     + TBD
4. Plan for next meeting
   * Dru add a separate category on the agenda for New items from review items
   * Will hear back from the formatting group next meeting
     + That will guide a lot of our committee work for the rest of the year