Minutes

April 22, 2016

Present: Pam Akini, Tory Blackwell, Nora Brodnicki, Taylor Donnelly, Megan Feagles, Jackie Flowers, Sue Goff (Chair), Wes Locke, Jen Miller, Rich Reub, Kandie Starr, Chris Sweet, Dru Urbassik (Recorder), Bill Waters

Not Present: Larry Cheyne, Patty DeTurk, Darlene Geiger, Chris Konieczka, Jane Littlefield, Jim Martineau, Ellis Meuser, Camilo Sanchez

Guests: TJ Holland (ASG), Jaime Clarke, Dustin Bare, Laura Funnemark, Christina Bruck

1. Overview from last week-
	* Introductions
2. College Council Feedback
	* Underage Enrollment: Students Under 18
		+ First read
		+ College Council Feedback
			- Insert something that states that clinical and other special sections may stipulate that students under 18 might not be able to participate
			- Look at number 1. Leading with additional conditions has a weird flow. Might want to move this to another area of the standard document
		+ Next steps
			- Update these two items
			- Go to college council for second read
	* Math Placement Information in Occupational Degree or Certificate Program
		+ First read
		+ College Council Feedback
			- No feedback
		+ Next steps
			- Ready for second read
3. Review Items
	1. Variable Credit- Jen Miller
		* Found that it looked quite reasonable except for the part about student learning outcomes
		* Jen went to Curriculum Committee for feedback
		* #2 was updated to add “higher proficiency ”
		* Added one item to the procedure
			+ #2 was added based on the last conversation with the ISP committee
		* #3, should that be 8th week instead of 10th week
			+ Chris verified that 10th week is accurate
		* Next Step
			+ First Read
	2. Courses Repeatable for Additional Credit- Jen Miller
		* Jen received feedback from Bill
		* Changed title to “Courses Repeatable for Additional Credit”
		* Also changed the reference to the CWE policy in #4.
			+ Verbiage was updated
			+ Taylor will update number list
		* #3 clarification about non-challengeable
			+ Just after the first time, or including the first time?
				- You could challenge the work part of a CWE
				- Perhaps the language of “when additional credit is sought”
				- or when repeated for credit, courses are not challengeable
			+ Perhaps #3 isn’t needed at all
		* Standard 1, as specified in the catalog, should be course outline
			+ Could be confusing for students, so maybe we should keep catalog
			+ Consensus to keep “catalog”
		* Next steps
			+ Updated procedure
			+ Jen will submit back to Dru
	3. Academic Accommodation Policy and Process- Dustin B./Christina Bruck
		* This was created to lay out on paper, a consistent message, so that others can see exactly how we provide accommodations.
		* Would like input and clarification from the ISP committee
		* We have 700 students who have applied for accommodations
		* Feedback
			+ Remove comma in between “order” and “when” in the second paragraph in the standard
			+ Is this for just getting the letter or also for what faculty will need to do?
				- This is for letting the student know how to go about getting accommodations
				- How does this affect the instructors?
				- Maybe there needs to be a student procedure and a faculty procedure

One for the student to get the accommodations

One for the engagement between the student and the instructor

What does the student need to do to get approved?

What does the instructor need to do if a student is approved?

The instructor gets the letter….then what do they do?

* + - * + The student should work with the instructor to see which accommodations will be appropriate for the individual course

Can this be captured within this procedure?

* + - * + Should the title be changed to “requesting academic accommodation?”

Dustin wants to keep the original title and look at updating procedures and appendices for the more detailed areas

* + - * Next Steps
				+ ARC will review this again and update, create other two procedures
				+ Might come back to ISP for faculty language and clarification
				+ Then it will go to college council
1. New Items
	1. Advanced College Credit- Jaime Clarke
		* Several changes
			+ Rather than reviewing articulation agreements every year we would like to move to every three years
			+ Purpose and summary of the ISP did not change
			+ Standard
				- Deans agreed that they do not need to sign all the articulation agreements for ACC

Chairs will be the final signature for agreements

* + - * + #4 should be separated into two different standards
				+ #5

When the high school submits the syllabus, do they have to let us know what had been changed

When we update theses outlines does the instructor contact the high school?

Cheryl Tallman takes care of this

* + - * + Every year the department and instructors will still meet with education partnerships
				+ Is there a limit to this type of credit used towards a degree?

No, it is transcripted

We are placing the same requirements of what occurs in the high school as it does on campus

* + - * Procedure
				+ One item was removed from the procedure

About the student handbook, not related to the ISP so it was removed

* + - * Next Steps
				+ Move to college council for first read

Jaime will represent at College Council

1. Plan for next meeting
* Five items for the next College Council meeting
* Two more meetings for this academic year
	+ Bulk of our work needs to get done for next meeting
	+ Final meeting will be used to discuss new membership for next year, ARC relationship, what we accomplished, ect
* Ability to benefit
	+ Waiting on a form from Matthew
	+ Sue will check on this
* Registration transcript restrictions
	+ Will come back next meeting
* Course substitution waiver
	+ Waiting on a response from Larry
	+ Would like to see next meeting
* Program Discontinuation
	+ Will see next meeting
* Class section cancellation
	+ Will most likely roll into next year