Minutes

Oct 14, 2016

Present:

Not Present:

Guests:

1. Overview from last week-
	1. Introductions
2. ISP Orientation
	1. Definition- Instructional Standards and Procedures
	2. Listed in FT faculty contact
	3. ISPs have been around since 1990
	4. Our duty is to review these standards on a five year cycle
		* Update
		* Create
		* Discontinue
		* Subcommittees are created and assigned to review specific outlines
		* First version goes to College Council
		* Changes are made based on feedback
		* Sent to College Council for second read
	5. We are separating out the standards from the procedures
		* Procedures do not go to College Council
	6. Re-formatting and numbering the ISPs
3. Yearly Outcomes
	1. ISP/ARC Relationship
		* Strengthen relationship
	2. ISP/ARC Document Repository
		* In a couple of weeks Tara, Sue, and Dru will meet with the website team
		* Getting push back on having the repository public instead of internal (myClackamas)
			+ Web staff is trying to be protective of the website
			+ They are not understanding why this would be important for a prospective student to see these standards
		* Sue will give an update after the meeting is held
	3. Procedures
		* May need a procedure sub-committee
		* Example shown: Advanced College Credit Procedure
		* There was one major change that was driven by a state level set guideline, 3a is the big change
			+ Interactions do not need to be face to face, email can be an interaction
			+ Bill said hold on this for now due to the focus on assessment
			+ May not have to be a physical visit. Interaction is okay, but don’t call it a visit
			+ “interactions could include a visit, email, ect…”
			+ We have to adhear to Oregon state standards
		* Christina will look at state standards and make sure that we documenting them appropriately
		* Should this procedure also talk about non-sponsored dual credit since this is part of the ACC Standard?
		* Should be ACC Procedure not an ISP. The ISP has already been created and updated.
4. College Council Feedback

*ISP 161*

* Determined by achievement of student learning outcomes
* Suggestion to add in department chair
* Periods at end and letters to numbers
* First reads

ISP 162

* No feedback at this time from ISP Committee

ISP 165

* First read at College Council complete
* B) should be for all CTE programs, AS degrees do not use the CTE amendment form
* Add the College can also reinstatement
* H,I, and J are probably procedures
* Students can earn the degree within 5 years of catalog, need more research on this
* First paragraph should read CCWD not CCWS

ISP 166

* Exceeding 25% or deemed otherwise substantive terminology was added

ISP 180

* Second read
* No Further suggestions

ISP 370

* Second read
* Removed articulation from articulation agreements, so the ISP reads as agreements only

ISP 391

* Second read
* No further suggestions

ISP 460

* Should read as “nursing and allied health clinical”

ISP 461

* Any member of a department, including faculty and staff can…

ISP 470

* If need first, prior to after
1. Review Items
	1. Summer work
		* ISPs in old format were updated on to the website for the most part
			+ Did not separate procedures or any other major work, just formatting
			+ ARC is not this far yet
			+ Outdated archive link, historical information?
		* Accreditation project
		* ARC Committee, Access, Retention, and Completion
			+ Policies and procedures from the student services side
			+ Following similar format to ISP, process and format wise
			+ Not originally created for policies, but the need has been determined to have them
			+ Some policies overlap with ISP
	2. ARC Liaison
		* Make sure that ISP and ARC are lined up
		* Chris will be our liaison
		* Sue will also communicate with John Ginsberg (ARC Chair) to coordinate in case Chris can’t be at each meeting
2. New Items
	1. ISPs for this year
		* Beyond current for 5 year review rotation
		* Will look at this is detail next meeting