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