Minutes

Oct 28, 2016

Present:

Not Present:

Guests:

1. Overview from last week-
   1. Introductions
2. College Council Feedback

*ISP 161*

* No feedback from College Council
* Second read

ISP 162

* No feedback from College Council
* Second read

ISP 165

* No feedback from College Council
* Second read

ISP 166

* Added “by Curriculum Office” to the end of the summary.
* Second read

ISP 180

* Should the CTE form be used for AS as well as CTE?
* Second read

1. ARC Liaison Report

*Tara Sprehe*

* Did the recording policy come to ISP first?
  + It did not
* ARC has completed some reassignments. Ryan West will be overlooking the overlap policies subcommittee
  + Chris is on the subcommittee as well
* Subcommittees have been determined
* ARC is mirroring the ISP templates
  + Formatting
  + Number Scheme

1. Review Items
   1. Outcomes for the Year
      * ARC Relationship
        + In progress
        + May want to re-visit the charter to make sure they line up
      * Website
        + Roll over from last year
      * Policy vs. Procedure
        + Need to review all ISPs and pull out the procedures
        + Main focus for this year
      * Other Ideas
        + Communication of changes to the College
          - This will be an outcome too
          - ISP changes page on the faculty page

Maybe on the staff page too

* + - * Final exam time sub-committee
        + Is this ISP or ARC?
      * Do we want to review other colleges to see if we are missing any possible ISPs
        + Let’s work on this next years
  1. ISP Document Repository
     + Tara Sprehe, Dean Walsh, Kirk Frier, Jack Hardy, Jesse Kirk, Dru Urbassik, and Sue Goff met
     + Explained what we wanted and where our trouble areas are
     + We found that there is a bookmark on the student portal where students can access the committee sites, but it is not easy to find
     + We would like a public place where all ISP and ARC policies, procedures, and appendices are located
     + The college website is being redesigned so that is creating some push back and delays
     + The web team is looking into the portal location and where it could live
     + We have been asked to determine what audiences need this information
     + Dean is looking into an interim solution
     + We will continue to lobby for an external facing place to house our policies
     + A universal bookmark could be added so that it would be easier to find the policy repository
     + Accessibility of policies was called out in our accreditation report
     + This falls into our yearly outcome of improving communication
  2. ISPs for This Year
     + There are a few roll over ISPs from last year
       - Ability to Benefit
         * Nora will bring back next meeting, in December
       - CPL ISP
         * Identified what we want to do, but didn’t get to complete it
         * In the meantime the VP is on the statewide CPL group
         * We are supposed to have a CPL taskforce

David is reestablishing that group

Cynthia, Yvonne, Mike, Dustin, Bill or Dru

* + - * + Sue is imagining that that group will look at the CPL ISPs as a sub-committee
      * Class Cancellation
        + Sue, Larry, and Jen Miller

Only Sue is left

* + - * + The group did a survey and has completed some work but has not brought any changes forward
        + New group

Sue Goff

Jackie Flowers

Cynthia Risan

Sharron Furno

Jay Leuck

* + - * + Sue will get the new group together
      * Graduation Requirements
        + Over the summer we determined that this needs to be looked at
        + The current policy doesn’t consider part-time students

Doesn’t come up often

Nice to know what we need to do when it does happen

* + - * + Subcommittee

Sarah Steidl

Darlene Greiger (volunteered by Tara)

Jane Littlefield

* + - * + Might bring an update for the December 9th meeting, might be January
  1. ISP 130P ACC Procedure

*Sue Goff for Christina Brunk*

* Would like feedback so that she can bring it back on December 9th with changes
* This should be for sponsored and non-sponsored
* Suggestions
  + Summary
    - Remove standards and replace with qualifications
    - Change college faculty to CCC faculty
    - The “and based on the Oregon Sponsored…” is not comprehensive enough
      * There are other statewide standards that are not sponsored
      * Change to “Oregon Dual Credit.” Remove “sponsored”
  + Procedure
    - 1 & 2 might need to switch places
    - #2: The initial point of contact. That isn’t always true
      * Change to primary point of contact
    - #2: Review what? Needs to be more specific
    - #3: specifically related to sponsored
    - Is there enough content in here about non-sponsored?
  + Need to double check that the standard and procedure align
* Does someone want to work with Christina to help with suggestions and changes?
  + Tory Blackwell and Jackie Flowers will work with Christina
  + One of the first procedure extractions from the standard

1. New Items
   1. ISP 371A Advanced Placement Credit for Oregon’s College and Universities (formally Appendix E)
      * Sarah worked with Darlene to update the table
      * New exams available
      * Environmental science exam updated
      * Two new exams for physics
      * Physics exam e was equated incorrectly and has been updated
   2. ISP 373A College Level Examination Program Credit Chart (formally Appendix F)
      * Latin Vergil?
        + What is this?
        + They can get upper division credit for these scores
        + Should there be footnote in here that mentions that other languages can count for upper credit
        + Will add footnote and send to Dru
          - Doesn’t need to come back to committee
   3. DDST
      * Do we need an ISP
      * Do we put all the tests together under one umbrella with multiple appendices
      * Good conversation for the CPL group
      * Subcommittee
        + Sarah Steidl
        + Charlie
      * Bring back on Dec 9th
   4. Audiences
      * Reviewed audience table as a committee
      * Audiences
        + Prospective students
        + Existing students
        + Faculty
        + Staff
        + Admin
        + External (community member, ect)
2. Plan for next meeting
   1. Sue will check with President’s council to see if ISPs can go into effect before the next year
      * Especially for the ones that were updated and created for accreditation purposes
   2. One more meeting this term
   3. Review outcomes and determine how we are going to reach those