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