ISP Committee Minutes

January 27, 2017

Present: Rich Albers, Tory Blackwell, Nora Brodnicki, Taylor Donnelly, Jackie Flowers, Sue Goff (chair), Charles Lettenmaier, Cynthia Risan, Sarah Steidl, Chris Sweet, Dru Urbassik (recorder), Bill Waters, TJ Holland

Not Present: Patty Deturk, Megan Feagles, Sharron Furno, Darlene Geiger, Chris Konieczka, Jane Littlefield, Jen Miller, Rich Reub, Tara Sprehe

Guests: Mark Hull, Camilo Sanchez, Jaime Clarke, Christina Brunk

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

*ISP 290 Educational Progress Policy*

* No feedback from College Council
* First read
* ISP Feedback
  + #3 remove the word “additional”
* Move for second read to College Council next week

ISP 374

* No feedback from College Council
* First read
* Move for second read to College Council next week

1. ARC Liaison Report

*Chris Sweet*

* *Starting to apply numbers to their policies*
* *Have some items that do not fit in our categories*
  + *These categories are not 100% set and can be altered if needed*
* *ARC- Access, Retention and Completion*
  + *We don’t have a lot of documentation for student policies*
  + *Develop policies with small subcommittees within ARC*
  + *Some overlap with ISP*

1. Old Items
   1. ISP 370 ACC Procedure
      * Concern about interactions
        + Doesn’t have to be face-to-face, can be by phone
        + Clarification needs to be added into the ISP Procedure
      * Additional edits need to be made
        + Currently the ISP only addresses sponsored dual credit
        + Information about the annual meeting should be added as well
      * Next steps
        + Jaimie will edit and bring back to ISP
   2. ISP 290P Educational Progress Policy
      * Nora will work with Chris Sweet to discuss how transcript and enrollment restrictions related to the procedure
        + How will holds be placed on student records?
        + A new hold might need to be developed
        + Perhaps the department chair will contact the Registrar to initiate a hold
          - Added to item #3 on the Procedure during the meeting
      * #2- add a comma after “If.”
      * #5- Are we saying that we wouldn’t put a formal hold on the student record but instructors would have the option to keep the student from registering?
        + What mechanisms do we have in place to address this?
        + Could be used for students who need to present something to an instructor
        + Changed “will” to “may” in the first sentence
        + Chris may need to create a new academic standing type for these students
          - Educational Progress Suspension will be the title of the new academic standing
          - The hold would only apply to the Educational Progress Suspension status
        + This items should be separated into an “A” and “B” scenarios
          - This might need to be done for #3 as well
      * Next Steps
        + Nora will work on the new language with Bill
   3. ISP 160 Course Outline & Course Syllabus Information
      * Need to form a sub-committee
        + Tory Blackwell
        + Jackie Flowers (lead)
        + Taylor Donnelly
      * There were some categories that need clarification
        + Safety
          - Reach out to Wendy
          - In the classroom, or just equipment?
        + Title IX
          - Need to work with Chris Smith
          - A webpage or reference may be needed
        + Civil discourse
          - Reach out to Jil Freeman
      * Next Steps
        + Will report back February 24th
   4. Recording Policy
      * Started out as a recording lectures policy
      * Faculty wanted this policy to also include video as well
      * This is an ARC policy
      * The first bullet point on the procedure sounds more like a policy item
      * Title
        + Doesn’t seem clear
        + The title is general because it doesn’t only apply to courses
        + Maybe it should be Personal Video & Audio Recording Policy
      * Change “or” to “and/or” in the first sentence of the standard
        + The instructor should always be informed about being recorded
      * After the course is done, what happens to that documentation?
        + If the recording is part of accommodations the recording are the notes for the student
        + We do not collect student’s notes after a course is complete
        + Students may need the information for other courses or if they continue their major somewhere else
      * Does this follow recording law?
        + Could we add in language about asking the recording to be deleted unless it is needed for other educational purposes?
        + We need to check the legality of recording
          - The State of Oregon states that students can record classes and lectures
          - State law also states that the instructor does not have to be informed prior to the recording
      * Should this be added to the syllabus?
        + Should instructors talk to students about this?
      * Students may also what to record conversations with other school official such as Deans
      * Need to make sure that the procure and policy are separate
        + The what vs. the how
      * There could be concerns by other students in the class about a the course being recorded
      * Next Steps
        + Christine will take these notes back to ARC
        + Updates will be made by ARC and brought back to ISP
        + Taylor will work with Christine on language
        + Will report back February 24th
   5. ISP 490 Catalog Designation for Graduation
      * This standard explains which catalog years are available to students
      * In Standard 2, “credit” was changed to “college credit”
      * A third standard was added
        + This standard addresses exceptions
        + Item 3b states that the Chair, Registrar, and Vice President of Instruction or designee…
          - What happens if this issue occurs during the summer term?
          - ASOT, AGS, and AAOT do not have the Chair

Change to Registrar and appropriate Dean

* + - * + VP might not need to be involved, or perhaps only for an appeal process
      * Item 3c should be added to 3.
        + Now reads, “Exceptions to this standard may be granted for up to one catalog year if the following conditions are met”
      * Sarah and Dru will work together to get this ready for College Council
  1. Credit for Prior Learning
     + Subcommittee
       - Cynthia, Chris, and Dru will lead the CPL ISPs
       - Will recruit as needed
       - Will report back March 10th

1. New Items
   1. ISP 280 Grading
      * ISP and ARC are both looking at this
      * captures under what circumstances grades can be changed
      * Making grade change processes consistent
      * Sub-committee
        + Jackie Flowers
        + Nora Brodnicki
        + Chris Sweet
        + Bill Waters
      * Sub-committee will meet after March 1st, will report back in April
2. Plan for next meeting
   1. Next meeting February 10th