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