Minutes

January 27, 2017

Present: Tory Blackwell, Nora Brodnicki, Klaudia Cuevas, Taylor Donnelly, Jackie Flowers, Sue Goff, Sharron Furno, Charles Lettenmaier, Jane Littlefield, Cynthia Risan, Kjirsten Severson, Sarah Steidl, Christ Sweet, Dru Urbassik (recorder)

Not Present: Rich Albers, Megan Feagles, Darlene Geifer, Christ Konieczka, Donna Larson, Jen Miller, Rich Reub, Tara Sprehe, Bill Waters

Guests: Camilo Sanchez, Jaime Clarke, Tara Sprehe, Mark Hull

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

*ISP 290 Educational Progress Policy*

* No feedback from College Council
* Second read

ISP 374 Dantes Subject Standardized Tests (DSST)

* No feedback from College Council
* Second read

Committee check-in

* Goals
  + Keep ISPs up to date
  + Have a strong relationship with ARC
  + Better repository for documents
  + Updating formatting
  + Remove procedures from policies
  + Communication plan
* Reporting to President’s Council
  + When do standards go into effect?
  + We might need a special process needed for immediate changes
  + What role does President’s Council want to have with ISP approvals
  + Where would the Council like to see our documents housed?

1. ARC Liaison Report

*Chris Sweet*

* *Working on policies, no other updates*

1. Old Items
   1. ISP 290P Educational Progress Policy Procedure
      * Policy went to College Council
      * Bill and Nora met and updated language and sent it to Suzanne Munroe
      * Good to go, post on website
   2. ISP 370P ACC Procedure
      * Procedure now has dual credit and sponsored dual credit
      * Clarified the interaction, does not have to be a site visit in person
      * 3c should say agreements are, Jaime will update
      * 3a should say ensure compliance with the following standards, Jaime will update
      * Good to go, post on website
2. New Items
   1. ISP 191 Administrative Withdrawal
      * Changes are needed to this ISP due to Student Planning
      * A student can register for a course, fail the pre-req, and needs to be dropped from the future course
      * This ISP is for students who are no longer meeting a requisite
      * Can we have language for instructors to be notified
        + Class would not have started yet
        + The student could always talk to the instructor
        + An instructor could always ask Chris for a report if they would like to know who was withdrawn from the course
      * Summary: “Students who registered…”, “withdrawn” instead of “dropped”
      * Standard 5: needs some wordsmithing
      * Move to College Council after Tara sends Dru the changes
   2. Policy vs. Procedure
      * Should we divide the list and split up the work?
      * Further discussion about what is a procedure
      * Updated these through Spring term
      * Complete one as a group for clarity
      * Eventually break up in groups of two or three
      * Group exercise for March 10th
3. Plan for next meeting
   1. Next meeting March 10th
      * CPL Update
      * Catalog Designation for Graduation Requirements
      * Recording Policy
   2. Need a pre-requisite ISP for requisite waiver
      * Is this ARC?
      * Chris will take to ARC