Minutes

March 10, 2017

Present: ,

Not Present:

Guests:

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

*ISP 191 Administrative Withdrawal*

* No feedback from College Council
* ISP Committee agrees that the summary needs to be more clear
* Send back to Tara

1. ARC Liaison Report

*Chris Sweet*

* *Working on policies*

1. Old Items
   1. ISP 490 Catalog Designation for Graduation Requirements
      * Added information under standard #3
      * Added information about deadlines and what happens when a student doesn’t meet the extension deadline
      * This is for a rare occasions, not for those students who can use substitutions or waivers
      * This would most likely be initiated by Graduation Services to the appropriate Dean
      * Dustin will check and see if there is terminology that needs to be added to be in compliance with our veteran students
      * College Council 2nd read once Dru hears from Dustin
   2. Policy vs. Procedure
      * Watched a policy vs procedure video
      * Reviewed definitions of policy, procedure, standard
        + ISP seems to have policies
      * The board makes policy
        + The board only makes policy for specific items
      * Dividing standards and procedures
        + Break it up so that each member reviews a few ISPs
        + Perhaps small groups should look at the current ISPs
          - Identify which ISPs need work
          - Review as a full group and break up to sub-committees
        + Small groups to review what is needed
          - Jane, Sarah, Darlene, Jackie
        + Taylor, Nora, Sue, Dru, Kiersten
      * A few items to focus on
        + Need to think about how we approach policies and procedures
        + How to have on-going attention to the ISPs
        + When an ISP is needed, how do we determine if it is ISP or ARC policy
          - Sue has been working with John Ginsberg about this
   3. CPL Update
      * The CPL Committee is currently looking at all of the documentation the College has on CPL, ISPs included
      * Inventory will be taken on these documents so that we can understand what state standards we are meeting or not meeting
      * The committee will meet on March 17th and will report back when needed
   4. Recording Policy
      * Dustin has an update on the behalf of Christina Brunk
      * Added bullets to the formatting
      * Given to our attorney who added more specific language regarding copyright and specific sections of Oregon law
      * Removed the word “student” from the “violation of any section….” At the end of the standard
      * Does this apply to everyone?
        + It could
        + The standard goes back and forth between student and non-students
        + You cannot record secretly in the state of Oregon
      * Perhaps an outline structure would help to make this more clear,
        + I. Classroom Interactions
        + II. Other Interactions
        + Standard should start with “Any recording with a concealed….”
        + Might be able to pull additional language from the Oregon law that is sited
      * Trying to protect other students in the classroom
        + This needs to be clear in the standard
      * Sometimes it is not appropriate for some subjects to be recorded
        + Items that are not part of the student learning or program outcomes
        + The current language in the standard that does not cover this
        + Does the recording agreement cover this?
      * Perhaps information about recording needs to be added to the course syllabus
        + ISP is currently updating the syllabus standard
      * Next Steps
        + Christina will work on this and bring it back to ARC and then ISP
2. New Items
   1. Other Items Discussed
      * Do we have a list of ISPs that are needed
        + No, but we should probably have one
        + Posthumous degree awarding
        + Currency of credits
        + Research of human subjects
          - When someone comes to our campus for their PHD and needs data for their study
          - What obligations do we have
          - Currently funneling through IR
      * Sue is going to recommend that ISP and ARC policies go to President’s Council as a consent agenda item
        + This would help with the effective date issue
        + Also gives a true approval of the standards
        + Procedures will not need this approval
3. Plan for next meeting
   1. Next meeting March 24th

* ISP 160 Course Outline & Syllabus Information
  1. New list will be due by the end of the year
  2. April 14th Sue’s group will have the full sweep of all the ISPs and what is needed