|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ISP  Number | Title | Needs procedure  (or IS procedure and needs standard) | Editing or other notes | Assigned To |
| 160 | Course Outline and Course Syllabus Information | Okay as is |  |  |
| 161 | Course Creation, Edits, Inactivation and Deactivation | Consider procedure language along with other curriculum related ISPs | Spacing | Dru + |
| 162 | Program Creation and Approval | Consider procedure language along with other curriculum related ISPs | Spacing | Dru + |
| 164 | Class Section Cancellation Guidelines | Yes, need procedure | Spacing, Wrong number in name (146) | Sue, Cynthia, Sharron, Charlie, Jackie |
| 165 | Program Suspension & Reinstatement | Consider procedure language along with other curriculum related ISPs |  | Dru + |
| 166 | Program Amendment | Consider procedure language along with other curriculum related ISPs |  | Dru + |
| 170 | Textbook and Instructional Materials Adoption | Yes – There was a procedure written previously, need to determine what happened to it |  | Taylor + |
| 180 | Continuing Education Units (CEU’s) | Okay as is | Numbering, missing period |  |
| 181 | Related Instruction | Okay as is |  |  |
| 190 | Academic Dishonesty | Says “establishes procedures” but doesn’t really do it – maybe we could just edit that language instead. – Agree, may also want to check the student handbook language and consider changing to “Academic Honesty” |  |  |
| 191 | Administrative Withdrawal | Okay as is |  |  |
| 260 | Placement Assessment | Maybe? – Do we need to speak to how the assessment is done? | “Summary TBD” | Darlene + |
| 261 | Math Placement Information in Career Technical Degrees | Okay as is |  |  |
| 270P | Testing Center Procedure for Make-up, Challenge, and Other Student Exams | The one needs an ISP policy piece. There is only a procedure here. | Spacing | Darlene + |
| 280 | Grading | Maybe – says “with appropriate procedures.” This will be hard to disentangle, though. – Most of the language seems like policy, not certain procedure is needed | Spacing |  |
| 290 | Educational Progress | Has policy and procedure  Note: Maybe strike first sentence in Procedures, “Faculty evaluate whether students have made substantial progress meeting learning outcomes in their courses.” It’s “policy language” and it’s redundant to the next sentence. | needs format editing or other corrections: change “”process” to “progress in title | Nora + |
| 290P |  | Okay - fix spacing in 290P title on the ISP web page for sorting purposes | remove changes in RED. | Nora + |
| 350 | Credit Hour Policy | Okay as is | Remove “standard” from title? |  |
| 360 | Credit for Prior Learning | Disentangle procedure/ create 360P –  Possible umbrella ISP for CPL, then separate out components (ex. Challenge, Portfolio, etc.) |  | CPL Group |
| 360A | Non-Challengeable Course List | Okay as is | This list should be sent to DCs and directors to ensure accuracy |  |
| 370 | Advanced College Credit (ACC) | Disentangle procedural pieces |  | Existing group in consultation with Jaime? |
| 370P |  | This is currently being updated |  |  |
| 371 | Advanced Placement | Yes, needs procedure |  | CPL Group |
| 371A | Advanced Placement Credit for Oregon’s Colleges and Universities |  | Consider consistent titles between policy and appendix | CPL Group |
| 372 | International Baccalaureate | Okay as is | remove parenthesis after 1. (College |  |
| 372A | International Baccalaureate Table | Okay as is |  |  |
| 372P | International Baccalaureate Procedure |  | Needs **summary** on the procedures |  |
| 373 | College Level Examination Program | Needs procedure disentangled and added to existing 373P |  | CPL Group |
| 373A |  | Add disentangled language from 373 | Needs **summary** on the procedures  Add “P” to 373 on document. | CPL Group |
| 374 | Dantes Subject Standardized Tests (DSST) | Needs procedure disentangled and create 374P |  | CPL Group |
| 374A |  |  | Should this be in a chart form like other appendices? | CPL Group |
| 380 | Acceptance of Credit | Yes, needs a procedure – procedural language in standard. |  | Chris + |
| 390 | Work-Based Learning (Cooperative Work Experience) | Yes, needs a procedure– procedural language in standard. |  |  |
| 391 | Credit for Variable Credit Classes | Yes, needs a procedure – procedural language in standard. |  |  |
| 460 | Underage Enrollment-Students under 18 | Yes, needs a procedure – Do we have one and it’s just missing on the website? | Refers to 460P which doesn’t exist. | Chris + |
| 461 | Registration and Transcript Restrictions | Not in new format. Research what happened to this one | Missing appendix | Chris + |
| 470 | Course Substitution or Waiver | Yes – procedural language needed for process for student demonstrating SLOs/skill competencies. |  |  |
| 471 | Courses repeatable for additional credit | Okay as is |  |  |
| 472 | Repeat of Courses for GPA Recalculation | Okay as is |  |  |
| 472P |  |  |  |  |
| 480 | Academic Standing | Yes, procedure needed – procedural language in standard. |  |  |
| 481 | Recognition of Academic Excellence | Okay as is |  |  |
| 490 | Catalog Designation for Graduation Requirements | Okay as is |  |  |
| 491 | Residency Requirements for Graduation | Yes, a procedure is needed - who determines residency for graduation? | The table should be an appendix |  |
| 492 | Multiple Degrees – Certificates of Completion | No, but 🡪 | Needs appendix |  |