Minutes

April 14, 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
* Post on website
1. ARC Liaison Report

*Chris Sweet*

* Service animal policy will be making its way to ISP soon
* Reviewed Freedom of Speech, Staff Email policy, Military Deployment policies
1. Old Items
	1. ISP 160 Course Outline & Syllabus Information
		* Updated summary and standards 1, 2, 4 and 5
		* Smoothed out language in summary
		* Standard 2, same information needs to be included in online classes
		* Standard 5, use a bulleted list instead of a sentence
			+ This might be 5 and 6, two separate standards
		* Mostly wordsmithing changes
		* Now has three appendices instead of one
		* ASG Feedback
			+ As a student, they use the syllabus for the calendar more than anything else
			+ Lots of the same information from syllabus to syllabus
			+ The course reviews the syllabus on the first day anyway
			+ Students would rather learn than review a document that they can read on their own
			+ They like having Title IX in there, but calendar is the best part
				- Keeps the student on track
				- Helps with time management
				- Allows the student to prepare themselves for the next class, keeps them organized
				- Allows the student to know if the instructor is on track as well
				- Attendance piece is important as well

Needs to know how much this impacts your grade

* + - * Could there be a separate document or packet with all of the other redundant resources
			* Other AGS rep stated that they prefer a short syllabus due to all the redundant information from syllabus to syllabus
			* 25% of their classes are using Moodle, according to the AGS representative
				+ Student does not like Moodle
				+ Would consider a focus group for Moodle
				+ Not as user friendly as they would like it to be
				+ Would like to see if she missed a course or lost an assignment so that she can get the assignment through Moodle
				+ Not all students have computers or can’t get to the computer lab to use these resources
		- Assessment activity
			* Have two or three focus groups
			* Offer food
			* Ask student to give feedback on the following
				+ how they use the syllabus
				+ what do you what to see
				+ what information do you want access to but doesn’t need to be in the syllabus
			* Show examples and get feedback
		- Next Steps
			* Taylor will make the cosmetic adjustments
			* Need to have a bigger conversation about what a syllabus needs to be
				+ Deans
				+ Department heads
				+ Students
			* Go back to one appendix, no template, for now
			* Pursue the bigger conversation in the near future
			* Bring back April 28th
	1. ISP 160A1 Course Syllabus Information
		+ Moved a few things around so that they made more sense
		+ Renamed “other information” to “CCC Information and Expectations”
		+ Title IX is now added as required for the syllabus
		+ Change “academic dishonestly” to “academic honesty”
			- Should be in the grading area
		+ One member thought we were separating out the legal information from the extra information
			- The committee did not receive a clear answer on what the legal information was
			- Could add a section 5 with encouraged, but optional information
		+ Add hyperlinks for the other appendices (see ISP 160A3)
	2. ISP 160A2 Syllabus Template
		+ Sample template
		+ A guide, but not a formal format
		+ Move the schedule above CCC regulations
			- This seems individualized by faculty
		+ Call this a sample or example, not a template; maybe sample layout
			- We don’t want to insinuate that we are creating a specific layout
		+ Maybe we could use a repository of samples
			- Maybe on Moodle
			- Standard should point to where the samples or examples live
			- Taylor will check with Jil to see if she can assist with a Moodle repository
	3. ISP 160A3 CCC Information and Expectation
		+ All concrete locations will be removed from the appendix
		+ Only web addresses will be listed
		+ Academic Honesty: first sentence “or” not “
		+ Needs a lead in at the beginning of the document to explain that this is language that we use as a College
		+ Expectations for any class are going to the same, but how the instructor enforces it may be different
	4. ISP 370P ACC Procedure
		+ State of Oregon has changed requirements for ACC
		+ Some high school instructors don’t meet the college requirements for teaching
			- The state now allows sponsored dual credit to bridge these gaps
			- These instructors work with the lead faculty member at CCC
				* Must meet at least quarterly with the lead faculty members
				* More sight visits
		+ This procedure explains what is required, what happens if a high school instructor is out of compliance, how they can get back to compliance, and what happens if they stay out of compliance
		+ The sub-committee worked with Education Partnerships and faculty members for feedback
		+ Departments are not required to use sponsored ACC
		+ HECC adopted
		+ Does this need an appendix?
		+ The levels need to be explained better in the procedure, as well as the site visit form (appendix)
		+ May need to be presented to College Council just as a communication piece because it is new and important
		+ Jackie, Nora, and Kjirsten will take suggestions back to Jaime and will bring back
	5. CPL Leadership Committee Update
		+ Completed the information analysis
		+ Starting to look at the ISPs
	6. Policy vs. Procedure Project
		+ Will bring findings back on April 28th
		+ Will bring back a list of what needs a procedure and what work needs to happen
	7. Needed ISPs Project
		+ Jane, Darlene, Sarah, Jackie
		+ Complete a gaps analysis
		+ Jane will lead
		+ Might be more a next year project
	8. End of Year Communication
		+ Email communication capturing the major changes that happened throughout the year
		+ As we get more sophisticated, we could send out news updates, but we are not there yet
		+ We do not need approval from College Council for procedures and appendices, but we might want feedback in some cases
			- We could send an email out to all staff about these changes
				* End of year or as it happens
		+ ISPs are supposed to be implemented July 1st
		+ Send emails as they go through for major items, and include these in an end of year communication as well
		+ This year we only do an EOY, and remind in Fall
		+ Next year give updates once a year with an implementation date
			- Sue still wants to get more information and feedback from President’s Council about implementation dates
		+ Could communicate changes at the director/department chair meetings as well
			- Do this in progress and send these in an email at the end of the year, less emails
		+ Routine communication is good, expected, a reminder, consistency is good
		+ Sue and Dru will work on this
1. New Items
	1. ISP 174A
		* Add in the number of credits that the course can be repeated for
		* Prefer individual list
		* Post after changes
	2. Other Items Discussed
2. Plan for next meeting
	1. Next meeting April 28th