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