Minutes

May 12, 2017

Present:

Not Present:

Guests:

1. Overview from last week-
   1. Introductions
2. College Council Feedback
   1. Academic Accommodations Policy
   2. Service Animals
      * A lot of feedback from College Council
      * Worries of documentation, comfort animal vs. service animal
   3. Recording Policy

These are ARC/ISP policies and will go back to ARC before they come back to ISP

1. ARC Liaison Report
   1. Continued conversations based on College Council feedback
   2. Military deployment
   3. Student Planning
   4. Developing their own system of policy tracking
   5. Do not want ARC to become a policy only committee
2. Old Items
   1. President’s Council Feedback
      * Sue and John met with President’s council
      * When do policies go into effect
        + July 1st
        + There are times when certain items need to be implemented immediately
          - Sue will inform the Council of these situations
      * When does President’s Council have to see theses
        + When you think they need to see them
        + It will be up to ISP to determine when the President’s Council needs to review them
        + Check ISPs against Board Policies
          - They will need to see when there is a strong overlap, such as the service animal policy
        + President’s Council does not want a consent agenda
      * Board policies are buried
        + Only the items for public view are not buried
        + Sue showed ISP Committee where the Board policies live
        + Could we imbed the link for the board policies on the ISP website
      * Add effective date to the ISPs in addition to the adopted date
   2. CPL Update
      * Started the ISP review this week
      * Will take a while to complete
      * Bring back next year as reviews progress
      * Forms for CPL are in the process of being updated as well
   3. Policy vs. Procedure Project
      * Any questions from the committee members about this project
      * The bulk of this work will be for next year
      * Taylor resolved Adopted Text, which was on the list
   4. ISP 160 Course Outline & Syllabus Information
      * Removed the multiple options of appendices from standard 5
      * Needs to go to College Council with appendix as informational
   5. ISP 160A1 Course Syllabus Information
      * Added an asterisks with terminology to other references for students
        + A bulky syllabus is a useless syllabus
        + Up to the instructor to make the call on what goes on the syllabus
        + Students need this information, but might not need to be on the syllabus
        + Could offer a short syllabus in class and offer a longer syllabus on Moodle
        + Committee agreed to these changes
      * The grading section of the syllabus is regarding the final grade, not the ongoing grade
        + Not all instructors post ongoing grades
        + This is a larger discussion and it is not up to ISP to enforce on going grading
      * This appendix seems to effect college wide and should go to College Council for review as an informational item
   6. Recording Policy
      * Review/Feedback – Christina B.
        + Checked with legal counsel; Oregon law allowed to record
          - Added language: Instructors can ask for recorders to be turned off unless group consents to be recorded
        + This should be an ARC/ISP; number accordingly
        + Minor formatting errors
3. New Items
   1. Gap Analysis
      * Jackie, Jane, and Sarah met
      * What do we not have policies on that other community colleges have policies on
        + Made a list of needed policies or a more robust policy
        + There is a longer list of “maybe make a policy” ideas
      * Is human subjects on the list?
        + What do you do if we have been approached as a college
        + Just a suggestion
      * We may have a board policy about children on campus
      * The group will need to look at board policies and see if some of the items on the group list are covered by Board policies
      * Next Step
        + Goes into the body of work for next year
   2. ISP 290 Educational Progress
      * Standard 1 wording was updated to sound less procedural
      * “as outlined lined in ISP 290P”, reference to the procedure
      * Sue thinks that this is such a minor change that this doesn’t need to go to College Council
      * Sue made changes and will send them to Dru for posting to the website
   3. ISP 290P Educational Progress Procedures
      * Removed the red
      * Fix dates
      * Post to website
   4. OERs
      * A definition of a low cost course has been determined
      * Needs to go to President’s Council
        + Jane will sent to Sue and she will present to President’s Council
        + May 23rd 3:30-5:00
      * Need to update the ISP or create a new one for OERs
        + Might be a board policy
4. Plan for next meeting
   1. Next meeting May 26th
   2. One more meeting
   3. In the fall
      * New ISPs
      * Clean-up policy vs. procedure
      * 5 year cycle
      * Missing ISPs