**INSTRUCTIONAL STANDARDS AND PROCEDURES**

Agenda & Standards Worksheet

***Last Updated: May 22, 2018***

**AGENDA — May 25, *2018***

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic/Item** | **Lead/Subcommittee** | **Action** | **Deadline Report Back Date** |
| 1. **Welcome and Introductions** | Sue (Chair) |  |  |
| 2. **College Council Feedback**  ISP 491 Residency Requirements for Graduation   * First read   ISP 191 Administrative Withdrawal   * First read   ISP 390 Work-Cased Learning (CWE)   * Second read     ISP 164 Class Section Cancellation Guidelines   * Second read | Sue G.  Sue G.  Sue G.  Sue G. | Update//Feedback  Update//Feedback  Update//Feedback  Update//Feedback |  |
| 3. **ARC Liaison Report**  ARC Gap Analysis ISPs   * Deceased Students * Academic Fresh Start * Academic Suspension or Dismissal * Automatic Awarding of Degrees * Student Government Clubs | Chris S. | Update |  |
| 4. **Old Items**    Online Instructional Standards and Expectations | Sue G. | Update//Feedback |  |
| 4. **New Items**    Membership | Sue G. | Update//Feedback |  |

**Committee’s Standards Review for 2015-16/2016-17 with Progress Status:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Approved Date** | **Standard** | **Lead** | **Subcommittee** | **Report Back Date** | **Last Action** |
| May 13, 2011 | ISP 373 College Level Examination Program (CLEP) |  |  |  | CPL team is meeting and working on ISPs and Procedures |
| June 7, 2013 | ISP 164 Class Section Cancellation Guidelines | Jen Miller | Wes Locke, Cynthia Risan, Sue Goff | March 9, 2018 | Moved to 1st March meeting |
| Mar 13, 2009 | ISP 371 Advanced Placement |  | Dru Urbassik, Dustin Bare | February 9, 2018 |  |

**Committee’s Standards Review for 2017-18 with Progress Status:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Approved Date** | **Standard** | **Lead** | **Subcommittee** | **Report Back Date** | **Last Action** |
| June 1, 2012 | ISP 372 International Baccalaureate |  | Dru Urbassik and Dustin Bare | February 9, 2018 |  |
| June 7, 2013 | ISP 191 Administrative Withdrawal | Tory B. | Chris Sweet, Rich Reub, Taylor Donnely | January 26th | College Council April 20th |
| N/A | Online Instructional Standards and Expectations |  | Kjirsten Severson, Sharon Furno, Tory Blackwell, Wes Locke | February 9, 2018 |  |
| N/A | Study Away/ Study Abroad |  |  |  |  |
| N/A | ISP 167 Visitors on Campus |  | Cynthia, Sharon, Tory | February 26, 2018 |  |
| N/A | Assessment | Sue |  |  | Sue will reach out to Elizabeth |
| N/A | Student Privacy, Records Management, Data Management |  |  |  | Reviewed January 26th |
| N/A | Human Subjects | Sue | Sharon Furno, Tory Blackwell, Patty DeTurk. |  | Will work with Lisa W. |
| Dec 08, 2017 | ISP 491 Residency Requirements |  | Jen M., Sarah S. | April 13, 2018 |  |
| April 18, 2014 | ISP 390 Work Based Learning (CWE) | Sue |  | April 13, 2018 |  |

**In Discussion/Work Ideas**

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| Committee Charter—Defining conditions for bringing forth new standards |

*Remaining Standards--in approval date order:*

June 1, 2012 ISP 372 International Baccalaureate

January 18, 2013 ISP 472 Repeat of Courses for GPA Recalculation

March 7, 2014 ISP 181 Related Instruction

March 14, 2014 ISP 270P Testing Center Procedures for Faculty Assigning Exams

March 21, 2014 Degree and/or Certificate Requirement Changes

April 18, 2014 ISP 390 Work-Based Learning (Cooperative Work Experience)

June 6, 2014 ISP 380 Acceptance of Credit

Nov 21, 2014 ISP 160 Course Outline & Course Syllabus Information

Feb 20, 2015 ISP 481 Recognition of Academic Excellence (Honor Roll & President’s List)

Feb 20, 2015 ISP 492 Multiple Degrees/Certificates of Completion

Feb 20, 2015 ISP 280 Grading

May 15, 2015 ISP 191 Administrative Withdrawal

Feb 19, 2016 ISP 170 Textbook & Instructional Materials Adoption Standard

Oct 14, 2016 ISP 370 Advanced College Credit

Oct 28, 2016 ISP 161 Course Creations, Edits, Inactivation, and Reactivation

Oct 28, 2016 ISP180 Continuing Education Units (CEUs)

Oct 28, 2016 ISP 162 Program Creation and Approval

Dec 8, 2017 ISP 491 Residency Requirement for Graduation

Feb 23, 2018 ISP 190 Academic Dishonesty

Feb 23, 2018 ISP 260 Placement Assessment

April 13, 2018 ISP 160 Course Outline & Syllabus Information

April 13, 2018 ISP 360 Credit for Prior Learning (CPL)

April 27, 2018 ISP 472 Repeat of Courses for GPA Recalculation

Inactive Standards:

Adult Basic Education (ABE), General Ed Development (GED)

Adult High School Diploma Program

Advanced Standing

Appendix D--Computer Literacy

Area of Concentration-General Studies Degree

Course Substitution-Students with a Disability

Credit by Examination-Challenge Exams

Declaration of Self-Advisement

Faculty Emeritus Status

Foreign Education Credentials Analysis

Full-Time Faculty Evaluation Procedure

New Occupational Programs

Part-Time Faculty Evaluation Procedure

Part-Time Instructor Qualifications Documentation

Staff Development Plans