Minutes

October 12, 2018

Present: Rich Albers, Adela Arguello, Tory Blackwell, Jessica Buel, Lars Campbell, Ryan Davis, Patty Deturk, Megan Feagles, Sharron Furno, Sue Goff (Chair), Jane Littlefield, Wes Locke, Jen Miller, Cynthia Risan, Kjirsten Severson, Dru Urbassik (Recorder)

Not Present: Jennifer Anderson, Kelly Brennan, Klaudia Cuevas, Jason Kovac, April Smith, Chris Sweet

Guests: Sarah Steidl

1. Overview from last week
	1. Introductions
2. College Council Feedback

*ISP 150 Online Courses*

* *Second Read*
* *Sue Goff presented*
* *No comments from College Council*
* *Going to President’s Council on Tuesday 10/16 as an informational item*
* *Ready to be posted after President’s Council review*

*ISP 491 Residency Requirements for Graduation*

* *Second Read*
* *Sue Goff presented*
* *No comments from College Council*
* *Ready to be posted*

*ISP 191 Administrative Withdrawal*

* *Second Read*
* *Sue Goff presented*
* *No comments from College Council*
* *Ready to be posted*
1. ARC Liaison Report
	1. ARC Gap Analysis ISPs
		* Deceased Students
		* Academic Fresh Start
		* Academic Suspension or Dismissal
		* Automatic Awarding of Degrees
		* Student Government Clubs
	2. No liaison report this week since Chris was not present
2. Old Items
	1. Human Subjects
		* Sue is working with Lisa Nguyen to create a small group that would review/create this ISP
	2. Study Away/Study Abroad
		* New Global Learning Committee has be created
		* Waiting for the Global Learning Committee to get started so that the ISP sub-committee (Sue, Sharon, Kjirsten, Lars) can work with them to use the ISP format and create/update policies
		* Bring back by February 8th
3. New Items
	1. ISP Orientation
		* This committee works on instructional policies and procedures
			+ One or two new ISPs are added each year
			+ Each ISP is reviewed every five years
		* Sub-committees are assigned to complete ISP reviews or create new ISPs
			+ A lead for each sub-committee is assigned
			+ The sub-committee works independently and brings their work back to the full ISP Committee for review
			+ College Council reviews the ISPs twice
				- They do not review procedures and appendices
		* Reviewed outlines are posted to the ISP webpage
		* ISP Committee conducted a gap analysis last year and is working on creating new ISPs to bridge current gaps
	2. Membership
		* The Committee reviewed the membership roles and division/department representation
		* Open roles
			+ Skills Development, ESL/PIE
			+ Math
		* Should we be less specific about the department representation?
			+ There was a suggestion to change all faculty roles to “at-large faculty” instead of being department specific (Math, English, ESL/PIE, ect.)
			+ Keep a standard number of members per division
			+ Suggestions to specific department representation could be listed for faculty membership but not mandated
			+ We may want to mirror the educational focus areas as they become more defined
			+ Sue will work on updating the membership roles and titles
	3. 2018-19 Work
		* Webpage Updates
			+ Jennifer Anderson, Sue Goff, and Denise Bailey met with Marketing
			+ Board policies will not be added to the webpage where ISP and ARC policies will live
				- The site where Board policies currently live will not mesh well with what is being created for ISP/ARC
				- This might be possible in the future, but not right now
			+ Location
				- About us 🡪 Accreditation and Policies 🡪 left menu new link
				- ISPs and ARC policies will be in PDF formats
				- Kim Crane is currently working on building this page
		* ARC/ISP Relationship
			+ The Chair of ARC, Jennifer Anderson, will be a member of ISP Committee this year
		* Review Categories and Numbering
			+ ARC has not been following the categories and numbering
			+ We should look at this again and find a better way to blend the ARC policies and ISPs
			+ A small group was created to review this information
				- Jane Littlefield
				- Sharon Furno
				- ARC representation (TBD)
		* ISP Calendar
			+ Send emails to the college audience to inform them of the policies and procedures
				- A reminder of our policies and where to find them
			+ Push out ISPs at different times of the year
				- For example: at the beginning or at the end of a specific term

Grading should be sent near the end of the term

* + - * Review the ISPs and determine the best timing for email communication
			* Sub-committee was formed
				+ Jen Miller
				+ Ryan Davis
		- 2018-19 ISPs to review
			* ISP 181 Related Instruction
				+ Sub-committee

Dru Urbassik

April Smith

Cynthia Risan (lead)

Sharon Furno

* + - * + Report back January 25th
			* ISP 270/P Testing Center
				+ Need a standard for this
				+ Sub-committee

Patty DeTurk

Tory Blackwell (lead)

Testing Center Representative (TBD)

* + - * + Report back January 11th
			* Remove Degree and/or certificate requirement changes
			* ISP 380 Acceptance of Credit
				+ Sub-committee

April Smith

Chris Sweet

Jennifer Anderson

* + - * + Might be and ARC instead of ISP
			* ISP 373 CLEP
				+ Sub-committee

Dru Urbassik

Dustin Bare

* + - * + Should read similar to AP and IB
				+ Bring back November 9th
			* ISP 170/P Textbook & Instruction
				+ Add to 2018-19 work list
				+ Need to update for LCTs
				+ Sub-committee

Jane Littlefield (lead)

Sue Goff

Kjirsten Severson

* + - * + Report back February 8th
			* ISP 481 Recognition
				+ Add to 2018-19 work list
				+ Veteran’s benefits may have updates
				+ Sub-committee

Sarah Steidl

April Smith

Veteran’s representation (RB)

* + - * + Report back November 9th
			* Visitors on Campus
				+ Now a Board policy
				+ Board is still reviewing this for approval
			* Study Away/Study Abroad
				+ Sub-committee

Sue Goff

Sharon

1. Next Meeting
	1. Updates regarding the webpage
	2. Updates on the re-numbering project
	3. Feedback from ARC