Minutes

November 9, 2018

Present: Jennifer Anderson, Adela Arguello, Tory Blackwell, Lars Campbell, Patty DeTurk, Megan Feagles, Sue Goff (Chair), Jane Littlefield, Wes Locke, Jen Miller, Cynthia Risan, Kjirsten Severson, April Smith

Not Present: Rich Albers, Kelly Brennan, Jessica Buel, Klaudia Cuevas, Ryan Davis, Sharron Furno, Jason Kovac, Chris Sweet, Dru Urbassik (Recorder)

Guests: Dustin Bare, Edwin Mendoza, Jinyoung Park

1. Welcome and Introductions
2. College Council Feedback

*ISP 150 Online Courses*

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

1. ARC Liaison Report
   1. Nothing new to report. Shared webpage is still under development
   2. ARC Gap Analysis ISPs
      * No updates on the Gap Analysis
2. Old Items
3. New Items
   1. ISP Orientation
   2. ISP 371 Advanced Placement
      * Dustin Bare presented
      * Standard: Updated the language, Removed “OUS”
      * Appendix: Dustin is reaching out to Department Chairs to review 18-19 State recommendations
      * Ready for College Council
   3. ISP 372 International Baccalaureate
      * Dustin Bare presented
      * Standard: simplified to read “statewide guidelines” instead of being more specific and needing to update later
      * Appendix: Dustin is reaching out to Department Chairs to review 18-19 State recommendations
      * Ready for College Council
   4. Reordering Project
      * Jane Littlefield presented
      * The sub-committee met , brainstormed, and will research other college policy frameworks
      * The sub-committee will determine if we need to shift ownership for some ISPs to ARC and vice versa
   5. Calendaring Project
      * Jen Miller presented
      * Communicating ISPs at regular intervals to faculty and staff
      * Jen and Ryan went through the list of ISPs and noted potential timings for communication
      * The ARC/ISP 642 about recording could go out before the term ends
      * DRC Accommodations are already distributed from the DRC
      * Grading Info: Chris Sweet’s emails already capture the info included in relevant ISPs
        + Jen Miller will reach out to Chris to see if those emails include info on incompletes
        + Ryan is writing up the template for review
      * Who will send out these reminder emails? David/Sarah? Chris sends out similar emails, so he might be a good candidate
      * Who is receiving the emails?
        + Administrative Assistants & Faculty
      * There is interest in an ISP for a cancellation of a single meeting occurrence of a section (i.e. instructor is sick)
        + Adela Arguello
        + Jen Miller
        + Perhaps ASG students are interested in serving on this Sub-Committee
        + Bring back on January 25
4. Next Meeting
   1. College Council Feedback
      * ISP 371 Advanced Placement
      * ISP 372 International Baccalaureate