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