Minutes

January 11, 2019

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

Not Present: Rich Albers, Jennifer Anderson, Kelly Brennan, Jessica Buel, Klaudia Cuevas, Ryan Davis, Megan Feagles, Jason Kovac, Chris Sweet

Guests:

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

*None*

*Two ISPs going to College Council on 1/18/19*

1. ARC Liaison Report
	1. ISP 380 Acceptance of Credit
		* Updated the ISP to reflect what we currently do
		* Name of Graduation Services was updated
			+ Name change still pending approval
	2. ISP 380P Acceptance of Credit Procedure
		* New document
		* Needs the same summary as the ISP
		* Procedure Step 1
			+ Students should get transcripts from all schools
				- Suggestion to remove “regionally accredited” from step 1
		* Procedure Step 3
			+ Change “are usually” to “is usually”
				- or remove “are usually” altogether
			+ wordsmithing needed
		* Next Steps
			+ Back to ARC for review
			+ Back to ISP, then to College Council
2. Old Items
	1. Reordering Project
		* Sue Goff, Max Wedding, Jennifer Anderson, Jane Littlefield
		* Getting a new webpage soon under *Accreditation and Policies*
			+ Instructional and Student Services Policies
			+ A short description defining these policies vs Board policies will be posted
			+ Exploding boxes (+ and – menus) will list the titles
			+ The ISP and ARC classification in front of the number would be removed for the external site
			+ Updating templates
				- Adding a logo
			+ Might be difficult to find which category a policy would be under
				- Suggestion to include a master list or table of contents
		* Numbering
			+ The 500 category has been removed
			+ The ISP or ARC in front of the number has been removed
			+ Should the A and P for appendix and Procedure be written out
				- This will be considered, but depending on how the webpage is set up it might not be needed.
		* Next Steps
			+ Sub-committee will continue to work with the web team
			+ Second meeting March
	2. Calendaring Project
		* First march meeting
3. New Items
	1. ISP 181 Related Instruction
		* Cleaned-up some terminology to be more clear
		* Added in information about the related instruction information in the catalog
		* Need clear information about the difference in between 3 and 4
		* Bring back February Meeting
4. Next Meeting
	1. ISP 270P
	2. Study Away/Study Abroad might be ready for the January 25th meeting