Minutes

January 25, 2019

Present: Adela Arguello, Tory Blackwell, Lars Campbell, Ryan Davis, Patty Deturk, Megan Feagles, Sue Goff (Chair), Jane Littlefield, Cynthia Risan, Kjirsten Severson, April Smith, Dru Urbassik (Recorder)

Not Present: Rich Albers, Jennifer Anderson, Kelly Brennan, Jessica Buel, Klaudia Cuevas, Sharron Furno, Jason Kovac, Wes Locke, Jen Miller, Chris Sweet,

Guests:

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

*ISP 371 Advanced Placement*

* *First Read*
* *Dru presented*
* *No comments from College Council*
* *Ready for second read*

*ISP 372 International Baccalaureate*

* *First Read*
* *Dru presented*
* *Concerns about language removal regarding faculty*
  + *New language will be added: Course equivalency will be determined by the department*
* *Ready for second read after changes*

1. ARC Liaison Report
   1. ARC Update- no update this week
2. Old Items
   1. Study Away/Study Abroad
      * In progress
      * Some interim policies and procedures for Study Away/Study Abroad
        + More guidance and more procedural language
        + Need a short policy to note that approvals are needed
        + The procedure will have a link to the Global Learning Committee Handbook
      * Sue will attend the Global Learning Committee meeting on 1/25/19
        + Sue will present ISP feedback to the GLC
3. New Items
   1. ISP 270P Testing Center Procedures for Faculty Assigning Exams
      * There was a procedure but no policy
      * The sub-committee needed feedback from the testing center before the standard could be created
        + Met with the Testing Center on 1/24/19
      * There are very few limitations for what can be offered at the testing center
        + Technology limitations (specialty software)
        + Online testing available
          - Students can schedule at a local testing center if needed
          - Science and Math both use this process
        + DRC
          - It is on the student to come in advance for accommodations for testing

Special rooms/environment

* + - * Policy language will be fairly simple and straight forward
      * Procedure will include language about coordinating with the testing center to set up testing for a class
        + Such as for a class cancellation
    - Next Steps
      * Bring back next meeting, February 8th
  1. ISP-xxx Third-Party Instruction (TPI)
     + Title can be changed if needed
     + We currently do Third-Party Instruction
       - This outlines what we are currently doing and following
     + We want to show our accrediting body (NWCCU) that we have policies that align with our processes and we enforce regulations
     + Do the high school teachers follow this?
       - No, they follow dual credit instead
     + Typically we have a contract in place to make sure we are following all NWCCU standards
       - Apprenticeship, truck driving, FEMA courses all follow the contract process
     + Customized Training are accredited through IACET
     + Do we need this standard?
       - It seems like we do
       - Perhaps the title should be different
     + There are procedures that would support this standard
     + Summary changes
       - “Receiving instruction from contacted organizations” instead of “student employees of contracted organizations..”
     + Sub-committee
       - Cynthia Risan
       - Customized Training Representative
       - Apprenticeship Representative
       - Lars Campbell
  2. ISP 146 Cancellation Class Session
     + To work with the Class Section cancellation
     + Standard 1 changes/suggestions
       - Change “his/her” to “their”
       - “Dean or Supervisor” to “Supervisor”
       - Use Instructor or Faculty Member, not both
         * Terminology needs to be consistent throughout the document
     + Standard 4
       - This standard is not accurate
       - The Dean is notified not HR
       - Sick time is requested through the portal
       - Is this procedural?
       - Is this standard need?
         * No, it’s already in the contract
     + Standard 3
       - Sometimes the instructor will not notify the students, but usually the Admin will
     + Standard 5
       - The Admin might do this as well
       - This standard doesn’t state that the class is cancelled, but probably should
     + Some if the standards looks more procedural
       - Do we need a procedure?
         * Yes
       - The procedure is the how
         * Does not need to be extremely detailed
         * It’s functions as a high level how to
     + Could this be incorporated in Class Cancellation ISP?
       - The group thinks these should be separate standards
     + Double check the ISP numbering for both of these cancellation standards
     + More feedback and work is needed before moving forward
       - Faculty Senate should review
       - PT and FT Faculty should see this as well
     + Next Steps
       - Sub-committee to bring back on Second February meeting
       - Make language less absolute, remove standard 4

1. Next Meeting
   1. College Council Feedback
      * ISP 371 Advanced Placement
      * ISP 372 International Baccalaureate
   2. Old Business
      * ISP 270P Testing Center Procedures for Faculty Assigning Exams