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