Minutes

February 8, 2019

Present: Adela Arguello, Tory Blackwell, Lars Campbell, Patty DeTurk, Sharron Furno, Sue Goff (Chair), Jane Littlefield, Jen Miller, Kjirsten Severson, Dru Urbassik (Recorder)

Not Present: Rich Albers, Jennifer Anderson, Kelly Brennan, Jessica Buel, Klaudia Cuevas, Ryan Davis, Megan Feagles, Jason Kovac, Wes Locke, Cynthia Risan, April Smith, Chris Sweet

Guests:

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

*ISP 371 Advanced Placement*

* *Second Read*
* *No changes requested*
* *Ready to post*

*ISP 372 International Baccalaureate*

* *Second Read*
* *No changes requested*
* *Ready to post*
1. ARC Liaison Report
	1. ARC Update
2. Old Items
	1. Study Away/Study Abroad
		* Sue met with Global Learning Committee
		* Most of the information was more procedural
			+ This should probably be in the GLC Handbook
			+ GLC will work on creating a handbook
			+ Once the handbook is done the ISP will link to the handbook
	2. ISP 270 Testing Center Procedures for Faculty Assigning Exams
		* Title was updated to remove “Procedure”
		* There was no policy, only a procedure
			+ A policy was created
		* Do we have more than one testing center?
			+ Yes, at the other campuses
			+ Suggestion to add the campuses in order to clarify this
	3. ISP 270 Testing Center Procedures for Faculty Assigning Exams
		* Standard 4-6 were in the previous procedure
		* Standard 1-3 were added to the procedure
		* Is there a minimal advance notice needed for large groups (more than 10)
			+ Perhaps a week, two days, etc.
			+ Tory will check with the Testing Center (Rick) to see if there is a preference
		* What happens if the Testing Center can’t accommodate the students due to scheduling or weather closures?
			+ Maybe this doesn’t need to be included
		* Add email address and website link
			+ Maybe just, “email the testing center at the appropriate location” instead of specific contact information
		* Testing Center should be capitalized throughout the whole document
		* Standard 3
			+ The ISP defines what a large group of students is.
			+ What is a small number of students? Should this also be defined?
		* Next Steps
			+ Take the Standard and the Procedure to College Council together
			+ Bring back to ISP 2/22/19
	4. ISP 181 Related Instruction
		* Updated Standards 3 and 4 to be more clear
		* Standard 3 seems clear now
		* Standard 4 seems clear now
		* Next Steps
			+ College Council for first read
3. New Items
	1. Updates
		* Jen and Ryan were working on a list for ISP communications
			+ Jen talked to Chris Sweet about the communications he currently sends out to the campus
				- If ISP writes the language they want, Chris will include it with his campus communications
				- We are still waiting for the website to be created

ISP would love to include links in the emails instead of attachments

In the meantime a link to the ISP manual will be included in the email communications

* + - * Jen and Ryan will bring back possible language to ISP for review on 2/22/19
1. Next Meeting
	1. College Council feedback about ISP 181 Related Instruction
	2. ISP 270P Testing Center Procedures for Faculty Assigning Exams update
	3. Next meeting is on February 22, 2019