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