Minutes

March 8, 2019

Present: Rich Albers, Jennifer Anderson, Adela Arguello, Tory Blackwell, Kelly Brennan, Jessica Buel, Lars Campbell, Klaudia Cuevas, Ryan Davis, Patty Deturk, Megan Feagles, Sharron Furno, Sue Goff (Chair), Jason Kovac, Jane Littlefield, Wes Locke, Jen Miller, Cynthia Risan, Kjirsten Severson, April Smith, Chris Sweet, Dru Urbassik (Recorder)

Not Present:

Guests:

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

*ISP 181* Related Instruction

* *Second Read*
* *Sue Goff presented*
* *No comments from College Council*
* *Ready to be posted to the website*

1. ARC Liaison Report
   1. ISP 380 Acceptance of Credit
      * Jennifer and Chris were unable to attend due to a meeting conflict
      * Decision was made to table until the next meeting
   2. ISP 380P Acceptance of Credit Procedure
2. Old Items
   1. ISP 270 Testing Center for Faculty Assigning Exams
      * Standard 3 updated
        + Testing centers are mentioned specifically
        + Wilsonville might be expanding its testing center
          - The number of students they can accommodate might change
          - Do we want to include specific numbers?
          - Suggestion to “Due to space limitations the testing centers can accommodate large groups of students at the same time. <remove next sentence> leave whenever possible in the standard
          - Could leave in 10 or more so that it is more clear to instructors

Removed different testing centers and Wilsonville specifically

* + - * How long in advance should the testing center be notified
        + One week if possible
      * Ready for College Council
  1. ISP 270P Testing Center Procedures for Faculty Assigning Exams
     + Testing center not consistently capitalized
     + No reference to all testing centers
     + Step 3
       - Language for ten is listed
       - Change to just say 10 or more to be consistent with the standard
     + Contact information
       - Email link included in step four
       - Committee thought the additional of the websites and email is great
     + Bring to College Council with standard
  2. Calendar Project
     + Ryan and Jen presented a draft of the communication/announcement that would be sent by the Registrar
     + The announcements will include a list of ISPs the Committee wants to send out two weeks prior to each term
     + Announcements will be sent out two weeks into the term as well
     + A link to the entire list of ISPs is included with the communications
     + There is no ISP 150P
       - Remove this language
       - Add to paragraph that additional resources can be found….
     + Included are ISP 160, ISP 164, ISP 190, and ISP 350
       - Do we want to include ARC?
         * ARC 641 and ARC 642 should be included
         * These aren’t currently on their website
         * Someone should ask ARC if they can post the few we need for this communication
         * If not the ARC policies ca be attached to the email communications
     + The blurb is a little different from the other communications
       - ISP 170, ISP 170P, ISP 360, ISP 360A, ISP 360, ISP 360P
     + Chris Sweet sends out the ISP about grading already
       - Chris will be taking this verbiage and will drop it into the emails that he already sends out
       - He sends his emails two weeks before the term start and a few weeks after the term start
         * This timeline works for ISP
     + Once we have a website we can send specific links to the documents depository
     + What is the correct number for the Class Section Cancellation ISP? ISP 164 or ISP 146?
     + Add in an initialism for ISP
     + Include a small sentence about what ISPs are
     + Bring back next meeting

1. New Items
   1. ISP 163 Class Meeting Cancellation
      * Adela Presented
      * Check and see if this is the right number
        + No, number has been updated to ISP 164
      * Summary is the same
      * Standard changes
        + Pronoun was updated
        + “Instructor” is used throughout the documents, not faculty and instructor
      * Standard 3
        + What do we mean by “covered.”
          - Will still meet the SLOs
          - Cannot skip content
          - Suggestion, “will still be covered”
          - Suggestion “change all substantive materials” to “all student learning outcomes”

The instructor will ensure that course content delivered meets SLOs?

The instructor will ensure that substantive materials and assignments will be presented

Instructor will ensure that all subjects, materials and assignments contributing to the attainment of SLOs will be presented

This was the standard that the committee agreed upon

* + - Ready for College Council
      * Dru will update and submit to College Council
  1. ISP 163P Class Meeting Cancellation Procedure
     + New procedure
     + Standard 1
       - We have currently a syllabus ISP
         * Should this information live there instead?
         * This information should be in the Syllabus ISP
         * It should be in both ISPs
       - Change faculty member to instructor to be more consistent
         * Summary just needs to be the same for both
       - Standard 3
         * Does the admin do this or the instructor?
         * Suggestion: “Whenever possible the instructor will arrange to have a notice posted.”
       - Summary talks about the supervisor and Admin being notified, but it is in the procedure?
         * It is in the standard, but not the procedure

It should be in the procedure

Add in “alert your supervisor, dept chair, and admin asst.

Add into the procedure, standard 2

* + - * + Perhaps this should say supervisor, Chair, and Admin.
      * Next Steps
        + Bring to College Council as a group (standard and procedure)
        + Sub-committee will work on procedure and send to Dru
        + Will send to college council once we have both the standard and procedure

1. Next Meeting

Look at Syllabus ISP next year, maybe with the help of Jil Freeman

March 22nd meeting being cancelled

Move 3/22 items to 4/12

Jane will check in on ISP 160 with Lisa Reynolds

ARC might have a few items

Study Abroad is still working

Dru to check on CLEP ISP

Calendar Project

ISP 163 Class Meeting Cancellation- College Council Update