***Email 2 weeks prior to the start of each term***

Before the next term begins, the Instructional Standards and Procedures Committee would like to remind you of some important information that will help ensure a successful class experience for students and instructors. The following information may be most relevant to you as you place the final touches on upcoming classes. The ISP Manual containing full descriptions of the following can be found [online](http://webappsrv.clackamas.edu/committees/ISPC/index.aspx?content=manual&al=true&title=ISP_Manual).

**ISP 150 Online Courses**

Establishes the standards for online courses, aiming for best practices and effective teaching and learning. Especially important are the ideas of designing, starting, communicating within, managing, and improving the course.

**ISP 150P? Not available in the ISP Manual**

**ISP 160 Course Outline and Course Syllabus Information**

Establishes parameters for both the course outline, which aligns the course with accreditation requirements, and the course syllabus, which provides information about course content and operation for students so the instructor and students have a mutual understanding of performance expectations and learning outcomes.

**ISP 164 Class Section Cancellation Guidelines**

States procedures for class cancellation**.**

**ISP 190 Academic Honesty**

Defines academic honesty and lists options for instructors to consider when violations occur.

**ISP 250? Not available in the ISP Manual**

**ARC 641 Service Animals?**

**ARC 642 Personal Audio & Video Recording?**

***Email 2 weeks after the start of each term***

As the term progresses, the Instructional Standards and Procedures Committee would like to remind you of some important information that will help ensure a successful class experience for students and instructors. The following information may be most relevant to you as you teach through this term and look toward the next. The ISP Manual containing full descriptions of the following can be found [online](http://webappsrv.clackamas.edu/committees/ISPC/index.aspx?content=manual&al=true&title=ISP_Manual).

**ISP 170 Textbook and Instructional Materials Adoption**

Establishes guidelines for adoption of textbook and instructional materials.

**ISP 170P Textbook and Instructional Materials Adoption Procedure**

States procedures for adoption of textbooks and instructional materials.

**ISP 360 Credit for Prior Learning**

Awards credit for College courses for experiential learning acquired outside the College. The general philosophy of the College is to make as many courses open to Credit for Prior Learning (CPL) as possible. Credit, wherever offered and however delivered, is based on documented student achievement and awarded in a manner consistent with other college policies.

**ISP 360A Non-Challengeable Course List**

**ISP 360P Credit for Prior Learning Procedure**

Outlines the awarding of credit for College courses for experiential learning acquired outside the College.