Minutes

April 12, 2019

Present: Jennifer Anderson, Tory Blackwell, Lars Campbell, Ryan Davis, Patty Deturk, Megan Feagles, Sharron Furno, Sue Goff (Chair), Jane Littlefield, Wes Locke, Cynthia Risan, Kjirsten Severson, April Smith, Dru Urbassik (Recorder)

Not Present: Rich Albers, Adela Arguello, Kelly Brennan, Jessica Buel, Klaudia Cuevas, Jason Kovac, Jen Miller, Chris Sweet,

Guests: Michael Duncan Stevens (ASG)

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

*ISP 164 Class Meeting Cancellation*

*ISP 270 Testing Center for Faculty Assigning Exams*

* *First Reads*
* *Sue Goff presented*
* *College Council tabled until 4/19*
* *Dru to represent at CC on 4/19*
1. ARC Liaison Report
	1. ARC Gap Analysis ISPs
	2. ISP 380 Acceptance of Credit
		* Updated the title from *Graduation Services* to *Enrollment & Graduation Services*
		* Graduation Services has switched departments recently, so this change was reflected in the standard
		* Section 3
			+ Clarified what happens for international institutions that are regionally accredited
		* Next Steps
			+ Move to College Council, first read
	3. ISP 380P Acceptance of Credit Procedure
		* The procedure is brand new
			+ Reflects current practice
		* Should this be a shared ISP/ARC
			+ The numbering for these is in flux
			+ Will stay as an ISP for now
		* Does the procedure mention anything about the fee and pay schedule?
			+ This is an external fee that varies per student depending on which organization they are coming from
		* Next Steps
			+ Take to College Council with standard, first read
	4. Registration/Late Registration
		* Identifies what our practices currently are for registration and late registration processes
		* We need this spelled out because in Ed Partnerships some credit courses have different rules. Ed Partnerships needed this alternative practice spelled out or their students.
		* A student can come back anytime to have the registration applied
			+ This is not true for our high school programs
		* College Council has reviewed this and had some feedback
			+ Do we want to have a hard registration deadline for all of our courses?
				- When would that deadline be?
				- Do other colleges have a policy with a deadline

The feedback we received was, no other schools don’t have a deadline past the original registration deadline

* + - * + Would this impact online courses as well?

Not sure because there is rolling registration

LIB 101 has a lot of later registrations

* + - * + All of these examples seem to be exceptions for a course that the student is already registered for
				+ What about non-credit courses that are back door registrations
		- Suggestion to move forward with the way the standard is currently written and focus on major changes to adding a deadline later
		- Next Steps
			* ARC will take it back to President’s Council with the feedback from ISP
1. Old Items
	1. Calendar Project
		* The blurb was updated by Ryan and Jen
		* Information was changed to Instructional Standards
		* ISPs we no longer have were removed
		* Same language mirrored between the messages for two week prior to term and two weeks after term
		* Still need to update the listed ARC Standards in the messaging
		* Online Offering Best Practices will be added to this
		* Chris is sending these messages out with his standard messaging
		* Will send out in Fall 2019 for the first time
2. New Items
	1. ISP 392 Contractual Relationships with Organizations Not Regionally Accredited
		* A request for a new ISP for Third Party Instruction
		* Lars, Matt Goff, Shelly Tracy, and Cynthia
		* When they met they realized that the Third Party Instruction is actually related to the NWCCU Standard
		* Customized Training and Apprenticeship uses this the most
		* We currently follow this, but we are now documenting it
		* This is does not apply to assignment contracts
		* UPDATE:
			+ Policy-contractual, accreditation standards are followed
			+ Remove the number from the Standard
		* Next Steps
			+ Move to College Council, first read
	2. ISP 392A Contractual Relationships with Organizations Not Regionally Accredited
		* This is the NWCCU policy
		* Need to make sure we keep this updated
	3. Instructional Standard for Academic Use of CCC Logo, Brand, and Brand Guidelines
		* Faculty Senate was concerned about the bulletin board postings that have the brand on them
			+ Faculty Senate came up with language that they preferred
				- Proposed language was presented to the ISP Committee
				- This language makes sense, but seems a bit strange to some committee members
			+ Where should this live?
				- Should it be ISP?
				- Should this be presented to the Marketing Group?
				- We don’t take care of the Business policies. Why would ISP take care of this?
				- This is related to posters about courses, which is why it might live in ISP
			+ Marketing already has guidelines, but the Senate has a stronger opinion about the logo use
		* ASG checks this already
		* Should we invite someone from Faculty Senate to speak to us about this?
			+ This doesn’t belong here. If there isn’t another place, would they want to come talk to ISP?
		* Maybe this should live in the Brand Guidelines? Maybe posting guidelines?
		* Suggestion
			+ Send it back and point the Faculty Senate with a suggestion to add this to the posting guidelines
			+ If they don’t want it there they can come back to us and present why it should be an ISP
	4. Grade Dispute Process
		* A recent question that was posed is what is your grade dispute policy
		* We currently do not have a grade dispute policy documented
		* It seems like most areas follow a similar process, but it’s not formal
		* We have examples from other colleges that can help us in creating and documenting these processes
		* Sub-committee
			+ Jennifer Anderson
			+ Kjirsten Severson
			+ Ryan Davis
		* Bring back in the fall next year
		* Should go through faculty senate as well
	5. Website Update
		* Marketing has the materials to create the site
		* Waiting for an update
3. Next Meeting
	1. 4 items to College Council for first reads on 4/19
	2. Sue will reach out to David and Laurette pointing them to poster guidelines