Minutes

April 26, 2019

Present: Jennifer Anderson, Tory Blackwell, Patty DeTurk, Sharron Furno, Sue Goff (Chair), Jane Littlefield, Jen Miller, Kjirsten Severson, Chris Sweet, Dru Urbassik (Recorder)

Not Present: Rich Albers, Adela Arguello, Kelly Brennan, Jessica Buel, Lars Campbell, Klaudia Cuevas, Ryan Davis, Megan Feagles, Jason Kovac, Wes Locke, Cynthia Risan, April Smith

Guests: Michael Stevens (ASG)

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

*ISP 164 Class Meeting Cancellation*

* *First Read*
* *Dru Urbassik presented*
* *Change SLOS will be presented could be changed to “will be covered during the term.”*
* “The chair should also be informed or that the faculty member must submit a leave of absence request. “
	+ The sub-committee thought that this was covered by notifying the supervisor
	+ The departments had feedback that they didn’t contact the Department Chair
	+ Isn’t the Department Chair the supervisor?
	+ Department Chair, as requested?
		- We should all be doing it the same way
	+ The committee agreed that this does not need to be updated or defined
* *Ready for second read with changes to SLO language*

*ISP 164P Class Meeting Cancellation*

* *First Read*
* *Dru Urbassik presented*
* *Ready for second read*

*ISP 270 Testing Center for Faculty Assigning Exams*

* *First Read*
* *Dru Urbassik presented*
* *Asked to double check the limit at the Harmony Campus for the Testing Center*
	+ *Do we want a number in here?*
	+ *Remove 10 or more language and replace with ‘large’?*
	+ *This standard states “may” and also to contact the testing center, which should be sufficient*
	+ *Remove “large” and change to only “groups”*
* *Ready for second read*

*ISP 270P*

* *First Read*
* *Dru Urbassik presented*
* *No comments from College Council*
* *Ready for second read*

*ISP 380*

* *First Read*
* *Dru Urbassik presented*
* *What about P/NP*
	+ *No change needed here*
	+ *Credit is accepted regardless of the grade types*
* *Ready for second read*

*ISP 380P*

* *First Read*
* *Dru Urbassik presented*
* *No comments from College Council*
* *Ready for second read*

*ISP 392*

* *First Read*
* *Dru Urbassik presented*
* *No comments from College Council*
* *Ready for second read*

*ISP 392*

* *First Read*
* *Dru Urbassik presented*
* *No comments from College Council*
* *Ready for second read*
1. ARC Liaison Report
	1. ARC Update
		* Discussed what they can be implementing to help fall term enrollment
		* Sub-committees gave out report. The sub-committees are:
			+ Access and recruitment
			+ Retention and completion
			+ Financial support and resources
			+ Steering and policy committee
		* Posted current policies to an ARC policy manual to the current portal
2. Old Items
3. New Items
	1. Instructional Standard for Academic Uses of CCC Logo, Brand, and Brand Guidelines
		* Faculty Senate brought this to ISP and we inquired about the posting guidelines as being a better place to live
		* Faculty Senate wants it to be an ISP
		* Jeff McAlpine will be talking to ISP on May 10th
	2. Website Update
		* We have a test site!
			+ Should be live next year
		* Need to sync up with ARC on the feedback about the test site
		* Separated by Categories
		* Does the landing page paragraph need different language
			+ Seems unclear
				- If policies are created by the Board, why are they here?
			+ “This is…” should be changed to some other language
			+ Do we want all the other links listed at the beginning?
				- Should these additional links be at the bottom of the page?
		* ISP and ARC should be defined in the landing page paragraph
			+ Instead they could be defined at the bottom of the page
				- A short definition is needed
				- A sentence or two, not a paragraph about each committee
		* Need to talk about the process for maintaining the documents posted on this new webpage
		* Would like branding on the ISPs
			+ Just the logo
			+ Not letterhead
		* The numbering range for each header should be defined (100-199, 200-299)
		* Previously we talked about removing the ISP/ARC from the policies and procedures. Instead of ISP 150, just 150.
			+ Student feedback was to leave it
				- The prefix gives a feel that these are official documents
			+ The policies would state “maintained by: “
			+ The public doesn’t care about the prefix
				- But they don’t care about the number either, right?
			+ Decision
				- Leave the prefixes
				- Place policies in number order
		* Will the whole website search function link to the ISP/ARC page?
		* How does someone know if an ISP/ARC has been updated?
			+ This might have to be part of our messaging project
4. Next Meeting
	1. May 10th meeting is a one hour meeting so that Committee members can attend CAP