ISP Meeting Minutes

October 11, 2019

Present: Jennifer Anderson, Taylor Donnelly, Annie Girardelli, Sue Goff (Chair), Wes Locke, Jen Miller, Cynthia Risan, Kjirsten Severson, Dru Urbassik (Recorder)

Not Present: Rich Albers, Adela Arguello, Tory Blackwell, Kelly Brennan, Jessica Buel, Lars Campbell, Klaudia Cuevas, Ryan Davis, Patty DeTurk, Megan Feagles, Sharron Furno, Jason Kovac, Chris Sweet

Guests: Beth Hodgkinson

1. Overview from last week
	1. Introductions
2. College Council Feedback
	1. None
	2. ISP 373 to go to College Council for second read
3. ARC Liaison Report
	1. ARC Update
	2. October 14th is the first meeting of the academic year
		* Will report back after first meeting
4. New Items
	1. Committee Overview
		* The ISP Committee updates and reviews the college standards and procedures every five years
		* New ISPs for areas where we have gaps in documentation or new processes are created
		* ISPs go to College Council for two reads
		* Some ISPs go to President’s Council when needed
		* Majority of membership is designated of faculty members
	2. Goals
		* Keep current on our five year review cycle
		* Complete items that rolled over from last year
		* Launch the ISP/ARC website
		* Support the college’s Diversity Equity and Inclusion (DEI) work by placing an equity lens on our review process
			+ Use DEI worksheet that was provided during In-service
		* Communication
	3. Membership
		* Each division has representation through membership
		* DASC has two members who are on sabbatical for fall term
			+ These spots might not be filled for fall term
	4. Standards To Be Revised During the 2019-20 Academic Year
		* ISP 481 Recognition of Academic Excellence (Honor Roll & President’s List)
		* ISP 492 Multiple Degrees/Certificates of Completion
		* ISP 280 Grading
		* ISP 180 Continuing Education Units (CEUs)
		* ISP 191 Administrative Withdrawal
		* ISP 370 Advanced College Credit
	5. ISP 180 Continuing Education Units (CEUs)
		* Request to review, not part of the standard review cycle
		* Request to remove the IACET language
			+ We are no longer accredited by IACET
		* Next Steps
			+ Strip out language
			+ No need to create a subcommittee
			+ Run by other departments that offer CEUs
			+ Update formatting: change letters to numbers and add periods to end of standards
			+ Committee Chair to bring back next meeting for review
	6. ISP 280 Grading and ISP 191 Administrative Withdrawal
		* Reviewing as a result of the Department of Education Audit
		* Full week of review with the auditors
			+ Need to show the last day of attendance for refunding purposes
			+ If the student never showed up they might get a failing grade
				- No shows are processed differently through financial aid
			+ DOE would like us to require that students get grades or are dropped
				- Make our standards more concrete and less of a suggestion
		* We need to make sure that our processes are documented
		* By the add drop date we will take a snap shot of the student registration
			+ Changing our refund process starting Summer 2020
			+ If they are a no show they will not get aid for those sections
		* As a college we need to look at what is on file and update our standards to support the new process and the feedback we received from the DOE
			+ This could be a big shift for some faculty
			+ Attendance will need to be taken in order to better see which students are or aren’t attending class
			+ What is the student impact for failing grade vs withdrawals
		* Sub-committee
			+ Jennifer Anderson (lead)
			+ Kjirsten Severson
			+ Taylor Donnelly
			+ Wes Locke
		* Other things to consider
			+ Needs to be in conjunction with PT and FT faculty
			+ The syllabus ISP might need to be updated as well to included attendance tracking
			+ Is there space here for Deans and Associate Deans to handle situations where we know a student will not be attending a class or classes?
			+ Is there a time during the term where the students should be grade earned because the withdrawal or change is so late in the term?
			+ It should be determined if the college should keep using Y grades
5. Old Items
	1. ISP 170 Textbook and Instructional Materials Adoption Standard
	2. Instructional Standard for Academic Use of CCC Logo, Brand, and Brand Guidelines
		* Goal to bring to College Council this fall
		* Taylor will work with Sharon and Matt
		* Bring back next meeting
	3. Grade Dispute Process
		* There is language in the FT and PT contracts that needs to be included
		* Need procedural language for students
		* Jen A. and Kjirsten S. are working on this
	4. Study Away/Study Abroad
		* Currently working with the Global Learning Committee
		* Need to check in on the handbook work that GLC was working on
	5. Human Subjects
		* Lisa Ahn has been looped in on this work
		* Might need a small appointed committee to review this
		* National Science Foundation Grant
			+ NSF asked if we had a board
			+ If we get the grant we will have to create a board
			+ Representation from science, social science, and other areas that work with subjects
6. Next Meeting
	1. ISP 373 coming back from CC from second read
	2. Human subject
	3. Study away/study abroad update
	4. Grade dispute
	5. Taylor will bring logo (ISP 171) info
	6. Sue will being update about ISP 170
	7. ISP 180
	8. Template for equity lens
	9. Website Update