ISP Meeting Minutes

October 25, 2019

Present: Ryan Davis, Patty DeTurk, Taylor Donnelly, Megan Feagles, Sharron Furno, Sue Goff (Chair), Wes Locke, Cynthia Risan, Kjirsten Severson, Dru Urbassik (Recorder)

Not Present: Tory Blackwell, Rich Albers, Jennifer Anderson, Adela Arguello, Kelly Brennan, Jessica Buel, Lars Campbell, Klaudia Cuevas, Annie Girardelli, Jason Kovac, Jen Miller, Chris Sweet,

Guests: Melinda Nickas

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

*ISP 373 College Level Examination Program*

* *Second Read*
* *No feedback from College Council*
* *Dru Urbassik presented*
* *Ready to be posted*
1. ARC Liaison Report
	1. ARC Update
		* Policy update work
			+ Result of DOE audit
			+ In the process of preparing a response to the DOE
				- Will be submitted to the DOE by November 8th
				- Kjirsten and Taylor will bring back ISPs that are a result of the audit findings for review on November 8th
		* First ARC meeting last week
			+ ARC discussed updates to the title three grant
			+ The current status of fall enrollment was reviewed
			+ Reviewed the status of policies from ARC last year
2. Old Items
	1. ISP 180 Continuing Education Units (CEUs)
		* Sue Goff
		* Request from Customized Training to remove the IACET language
		* Removed IACET language from standard #4 and #9
		* Number three already speaks to college credit being assembled into CPL
			+ Standard #4 was removed instead of reworded
		* Take to College Council for first read
	2. ISP 171 Instructional Standard for Academic Use of CCC Logo, Brand, and Brand Guidelines
		* Taylor Donnelly
		* Created for internal use and when the primary function is to facilitate learning
			+ All internal postings from students
		* Branding tools should be available for students, staff and faculty without the need to run it by Marketing and College Relations
		* Taylor reviewed her notes from last year and consulted with Matthew Warren and Sharron Furno to draft an ISP with a clear summary and standards
		* Additional conversations with Laurette Scott and Jeff McAlpine assured inclusivity
		* Faculty senate signed off on this
		* No additional concerns or discussion
		* Take to College Council for first read
	3. ISP 281 Grade Dispute Process
		* Kjirsten Severson
		* At the end of spring term a draft of this policy was reviewed
			+ The sub-committee needed to look at the contract
				- Contract has been reviewed
			+ The procedural language was removed from the standard
				- This language will be used for the procedure
				- The procedure still needs to be created
			+ What if a grade change occurs a few terms after the course was complete, such as an incomplete?
				- Change language to “one term by the time the final grade is submitted” instead of “one term after the course is completed”
				- It does state final grade. This could be clarified by adding “after submission”
			+ Next Steps
				- Update final grade/term language
				- Request to include the procedure with the standard at CC
				- Also Senate should look at this too
				- Bring back Standard and Procedure November 8th
3. New Items
	1. Equity Lens Template
		* Sue Goff
		* Sue brought back the equity questions and drafted a chart from our In-service discussion with Education Northwest.
			+ Updated those questions to better align with ISP work
			+ Created an equity review chart from the equity lens worksheet
			+ Don’t want to change the questions, but open to remove questions if needed
		* How/When do we want to use this
			+ In sub-committee
			+ Or perhaps as a fully committee instead
		* Things to consider
			+ This ‘equity review’ is an attempt to begin the process of viewing standards and procedures with a lens – not to be confused with DEIs equity lens which has not yet been identified
			+ May want standard responses for each questions with explanations for areas that meet
			+ When we state included folks are we talking about the ISP or who worked on it
			+ Some concerns about whether or not we are excluding anyone by creating policies that people need to follow
				- You wouldn’t know?
				- This is a chance to reflect in those areas where we might be excluding someone or a group of someone’s by accident

Sue shared an example: catalog rights – 5 years.  What about part-time student.  We don’t intend to exclude our part-time students, but it could take them longer to finish a program

* + - * + The thought of “are we doing everything we can to make a better place”
				+ It’s a good activity to make us pause and think before we approve
				+ Example: When we think about these policies are we thinking about part-time students
			* Is this putting the cart before the horse?
				+ Just want to get started on this thinking and thought process across the campus
				+ Will adopt a DEI lens once that work complete
				+ We can also alter our processes and review as needed
			* Suggestions
				+ Add DEI column to bottom of ISP
				+ Provide link or post -isim document as a resource
				+ Test the rubric with ISP 281
	1. Website Update
		+ Sue Goff
		+ Work is still in progress
		+ Will have more detailed updates in the near future
	2. Sub-committee 2019-20
		+ Sue Goff
		+ ISP 481 Recognition of Academic Excellence (Honor Roll & President’s List)
			- Standard covers recognition at commencement for academic excellence
			- Committee reviewed as a group
				* It wasn’t clear if the GPA ranges were for accumulative GPA or a single term GPA
				* ASG Representative was happy to see that recognition is given and liked the ISP
				* The Committee was curious to know what other colleges do
				* Standard #2 should say “Honor Roll,” not “Honor”
			- Sub-committee
				* Chris Sweet and Ryan Davis
			- Next Steps
				* Bring back November 22nd
		+ ISP 492 Multiple Degrees/Certificates of Completion
			- This standard covers the awarding of multiple degrees
			- Committee reviewed as a group
				* Old manual language needs to be removed
				* This standard may also need a procedure
				* Is there an existing ISP for graduating?

This might be an ISP/ARC cross over

We might need a better ISP about graduating, for singular and multiple degrees or certificates

* + - * Next Steps
				+ Chris S. and Jennifer A. will look at this and see if a better resource needs to be created
				+ Check in November 8th to let Chris and Jennifer know the review plan as well as selecting a sub-committee
1. Next Meeting
	1. College Council Feedback
		* ISP 180 Continuing Education Units (CEUs)
		* ISP 171 Instructional Standard for Academic Use of CCC Logo, Brand, and Brand Guidelines
	2. Old Business
		* ISP 281 Grade Dispute Process
		* ISP 281P Grade Dispute Process Procedure
		* ISP 492 Multiple Degrees/Certificates of Completion