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