ISP Meeting Minutes

November 22, 2019

Present: Jennifer Anderson, Ryan Davis, Patty DeTurk, Taylor Donnelly, Megan Feagles, Sharron Furno, Annie Girardelli, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miller, Melinda Nickas, Cynthia Risan, Kjirsten Severson, April Smith, Chris Sweet, Dru Urbassik, Cathy Warner

Not Present: Rich Albers, Adela Arguello, Tory Blackwell, Kelly Brennan, Jessica Buel, Lars Campbell, Klaudia Cuevas, Jason Kovac, Wes Locke

Guests: Alexandra De La Torre, Matthew Warren

1. Overview from last week
	1. Introductions
2. College Council Feedback
	1. ISP 180 Continuing Education Unit (CEUs)
		* Second Read
		* Sue Goff presented
		* No feedback
		* Ready to be posted
	2. ISP 171 Instructional Standard for Academic Use of CCC Logo, Brand, and Brand Guidelines
		* First Read at College Council on November 1
		* Sue Goff presented
		* No feedback
		* A second read was scheduled on the November 15th College Council
		* Due to various feedback received, Sue Goff pulled ISP 171 from the agenda
		* Sue shared feedback from Lori Hall, Executive Director of College Relations and Marketing and response from Matthew Warren
		* The committee reviewed and made suggestions, taking into consideration the feedback
		* The consensus was to leave #1 and #2, delete #3, and revise #4
		* Both Taylor and Matthew will modify the changes that have been identified and bring back an updated version to our committee prior to presenting at College Council
	3. ISP 281/281P Grade Appeal
		* College Council attendees and others questioned why this policy was needed considering the topic is covered in the bargaining agreements and the student handbook. Some thought that this policy violated the contracts. Many were concerned about the timelines within the policy
		* This ISP was created because there isn’t a process for faculty or students. The topic is covered in the bargaining agreements and the student handbook
		* Suggestion to develop a type of approach similar to the Program Resolution Form – an informal prior to a formal stage
		* At the recent Department of Education review, it was brought to our attention that the college needs to have transparent grading policies
		* The contract has language, but the college needs a grade policy to bridge this gap
		* Taylor and Kjirsten will meet Senate members and part-time faculty leadership to hear the concerns and make a case why the college needs a policy for grade issues as they work to refine this policy
3. ARC Liaison Report
	1. ARC Update
		* No update
4. Old Items
	1. Website Update
		* Sue shared that the ARC/ISP webpage will be live in the near futures, so you will be able to find both the Access, Retention and Completion and Instructional Standards and Procedures organized by categories of related topics at <https://www.clackamas.edu/about-us/accreditation-policies/policies-and-procedures>
		* Future discussion around our process to get policies and procedures posted to both the external and internal sites
	2. ISP 170 Textbook and Instructional Materials Adoption Standard
		* Sue spoke with Jane who was spearheading this item
		* Her opinion is to wait to incorporate new standards around Open Educational Resources (OERs) that are imminent
		* Dru had concerns regarding the timelines for book selection
		* Table this item for now as we wait for the new standards
5. Next Meeting
	1. Study Away/ Study Abroad
		* Sue will get an update on the handbook materials from the Global Learning Committee
		* Once their documents are finalized, the goal is to finalize this policy
	2. Human Subjects
	3. ISP 280 Grading and ISP 191 Administrative Withdrawal
		* Still waiting on the results from the Department of Education (DOE) audit