ISP Meeting Minutes

January 24, 2020

Present: Jennifer Anderson, Tory Blackwell, Lars Campbell, Patty DeTurk, Taylor Donnelly, Annie Girardelli, Sue Goff (Chair), Beth Hodgkinson (Recorder), Melinda Nickas, Kjirsten Severson, Dru Urbassik, Cathy Warner

Not Present: Rich Albers, Adela Arguello, Kelly Brennan, Jessica Buel, Ryan Davis, Megan Feagles, Sharron Furno, Jason Kovac, Jen Miller, Cynthia Risan, April Smith, Chris Sweet, Wes Locke

Guests: Matthew Warren

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

ISP 171 Instructional Standard for Academic Use of CCC Logo, Brand, and Brand Guidelines

* + - Additional comments receive since our November meeting
		- Taylor and Kjirsten incorporated comments within the standard
			* An additional standard (#4) was added to include the Disability Resource Center’s concern about accessibility
			* Language was changed from academic purpose to academic use
			* Additional explanation around the primary function of facilitating learning
			* Clarification on digital distribution and accuracy
		- To ensure accuracy the standard will refer to the current approved course outline and faculty members will pull that information for students
		- No appendix or procedure necessary
		- The standard will move forward to Presidents’ Council for review before it goes to College Council for the third read
1. ARC Liaison Report
	1. ARC Update
* Members of the Diversity, Equity and Inclusion (DEI) Strategic Plan Subcommittee were invited to join the January ARC meeting
* This is the start of the DEI work to collaborate on a strategic plan to connect and share knowledge across the college community
* Together they looked closely at the wording of the current version of the DEI Strategic Plan that is specific to recruitment and retention and part of ARCs charge
* ARCs subcommittees continue to work to address short term recruitment and retention activities and address the main issue for our students
1. Old Items
	1. ISP 191 Administrative Withdrawal
		* Changes were identified as a result of the Department of Education (DOE) audit
		* Faculty must administratively withdraw students from courses for nonattendance in accordance with Title IV funding requirements and Federal Financial Aid guidelines
		* Faculty must withdrawal students within that first add/drop date
		* Tory suggested an additional standard (#5) to address information about the CARE Team/Title IX action, outstanding balance, and suspension
		* “In addition to nonattendance” will be added to the beginning of the second paragraph of the summary. The last sentence within the summary along with the information included in the chart will be added to the procedure
		* Jennifer and Chris will review and update the procedure and bring back
	2. ISP 280 Grading
		* An additional standard (#3) was added that states faculty will record the students last day of attendance for grade options including N, W, Y or letter grade of F, which complies with Title IV funding requirements
		* Sue was concerned if this would be problematic for some faculty, but if the college does not comply, the college could lose both federal financial aid and Title IV funding. Will faculty have to face consequences?
		* In time, the college will phase out the Y letter grade – never attended
	3. ISP 481 Recognition of Academic Excellence (Honor Roll & President’s List)
		* Due to the amount of changes, track changes was not used
		* ISP 481 was tabled until either Ryan Davis and/or Chris Sweet can join for further discussion
	4. Study Away Policy and Procedure
		* Sue reviewed the work that went into this standard and procedure
		* Over the past couple years, an interim policy/procedure was created with the help of David Plotkin in conjunction with the Global Learning Committee (GLC)
		* Sue met with Ida Flippo, GLC chair, and Sue Mach to review the policy/procedure language along with some from the GLC handbook to capture the main points
		* Language added to the policy’s standard to the beginning of (#1) “Anyone” and spell out Clackamas Community College
		* The procedure is longer but captures the main points and timeline. When the GLC handbook is ready, it should be linked back to the procedure
		* Dru pointed out that we need to be inclusive within procedure (#6) “campuses”
		* This procedure reads more like policy
		* Sue will review the approvers of the *Intent to Lead* form. Does GLC approve or are they the recommending body
		* The procedure needs further review so it reads as a procedure not a policy. It was suggested to create subheadings to clarify various types of travel such as international, domestic overnight, and day trips to standard (#6 & #7)
		* Sue will take feedback to the committee for review
	5. Revisit Calendar Project for Website
		* The website listing the college’s instructional and student services policies and procedures is now live <https://www.clackamas.edu/about-us/accreditation-policies/policies-and-procedures>
		* Some ISPs had been identified as beneficial to “push out” to our college community
		* Table until further notice
		* Further work to be done to ensure that all of our policies and procedures uploaded to the website with the college logo in pdf format
	6. Human Subjects
		* Sue will gather the subcommittee to prepare for upcoming grants that require us to implement an IRB process
	7. ISP 281/281P Grade Appeal/Dispute Process/Procedure
		* The subcommittee is close to bringing their work back for further review
		* Need a clarifying process for students, faculty, and administrators
		* Different perspectives that need to be covered
		* The process is similar to the Problem Resolution form
	8. ISP 170 Textbook and Instructional Materials Adoption Standard
		* Jane Littlefield’s recommendation is to wait to incorporate the new standards around Open Educational Resources
		* Table this item for now as we wait for the new standards
2. Next Meeting
	1. ISP 171 coming back from President’s Council
	2. ISP 481 will come back on February 14
	3. ISP 492 will come back on March 13
	4. ISP 191/ISP191P & ISP 280 will return here for review then forward to College Council
	5. Study Away Policy and Procedure