ISP Meeting Minutes

February 28, 2020

Present: Jennifer Anderson, Tory Blackwell, Lars Campbell, Ryan Davis, Patty DeTurk, Taylor Donnelly, Sharron Furno, Sue Goff, Wes Locke, Jen Miller, Melinda Nickas, Cynthia Risan, Kjirsten Severson, April Smith, Chris Sweet, Cathy Warner

Not Present: Rich Albers, Kelly Brennan, Klaudia Cuevas, Beth Hodgkinson, Jason Kovac, Dru Urbassik

Guests: Megan Feagles

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

ISP 481 Recognition of Academic Excellence (Honor Roll & President’s List)

* + - Sue presented
		- First read, no feedback
		- Go back for second read
1. ARC Liaison Report
	1. ARC Update
		* ARC hasn’t met since the last ISP
2. Old Items
	1. ISP 171 Academic Use of CCC Logo, Brand, and Brand Guidelines
		* This did not go to College Council. It will go to President’s Council 3/3/20.
	2. ISP 281 Grade Appeal
		* No changes to the policy
	3. ISP 281P Grade Appeal Procedure
		* Incorporated feedback from Deans, made procedure clearer to students
		* Added in an option in case the grade was simply a typo.
		* Change 2b from “Dean’s information” to “Dean’s contact information”
		* Where are gradebooks archived if the instructor doesn’t use Moodle?
			+ It’s possible that the VP or Dean might not have enough information to determine if the claim has merit if they don’t have access to the gradebook.
			+ This might be a different ISP
		* Take to Faculty Associations before bringing to College Council
	4. Study Away Policy and Procedure
		* Might want to add something to the procedure about Cleary training for faculty
		* Separated out International Trips, Domestic Multiple Day/Overnight Trips, Single Day/ Domestic/Field Trips. Should this include a separate category about athletics?
			+ International
				- Discuss w/ Global Learning Committee
				- Need VP approval 18 months in advance
			+ Domestic Multiple Day/Overnight
				- Doesn’t go through Global Learning Committee
				- Expand upon “other necessary documents”
				- A contact person on campus would be helpful
				- Ryan and Tory will gather info on what types of these trips the College is already doing and how various departments prepare for the trips
			+ Sue will report to Global Learning Committee
3. New Items
	1. ISP 371 Advanced Placement
		* Sue has worked with Department Chairs to update their tables
	2. ISP 372 International Baccalaureate