ISP Meeting Minutes

April 24, 2020

Present: Jennifer Anderson, Tory Blackwell, Ryan Davis, Patty DeTurk, Taylor Donnelly, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miller, Melinda Nickas, Cynthia Risan, April Smith, Chris Sweet, Dru Urbassik

Not Present: Rich Albers, Kelly Brennan, Jessica Buel, Lars Campbell, Jason Kovac, Wes Locke, Kjirsten Severson, Cathy Warner

Guests: None

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

*ISP 171 Academic Use of CCC Logo, Brand, and Brand Guidelines*

* *Approved at Presidents’ Council on Tuesday, March 3*
* *Brought back to College Council - Informational only*
* *Ready to be posted*

*ISP 481 Recognition of Academic Excellence*

* *Second Read*
* *Sue Goff presented*
* *No comments from College Council*
* *Ready to be posted*

1. ARC Liaison Report
	1. Presented their annual report at College Council
	2. Much of their work has been disrupted by efforts the service areas are making to transition related to COVID-19. At their April meeting, ARC discussed short-term recruitment and retention plans, outreach to students who didn’t return spring term, and plans to follow up with summer and fall applicants.
2. Old Items

Nothing is ready due to the interruptions with COVID-19. Sue reviewed the current standards.

* 1. Study Away/Study Abroad
		+ Ryan and Tory were flushing out information on field trips and domestic travel. Tory had made plans to talk with Jennifer Bown during spring term about the information she provides for field trips, but due to COVID-19, that has not taken place.
	2. Human Subjects
		+ Sue has done no work
	3. ISP 281/ISP 281P Grade Dispute Process/Procedure
		+ Taylor and Kjirsten have reached out several times for input from the Part-Time Faculty Association, but they have not replied. Taylor will continue to attempt to gather their feedback on the draft with a timeline. The committee would like to adopt by the end of spring term to have something in place for students.
	4. ISP 170 Textbook and Instructional Materials Adoption Standard
		+ Jane Littlefield was spearheading this standard. Currently, we are waiting for new standards around Open Educational Resources (OER).
		+ The committee may revisit and put the OERs in a separate round of revisions.
		+ Sue will check in with Jane Littlefield to make that determination.
	5. ISP 492 Multiple Degrees/Certificates of Completion
		+ Chris was working with Sara Steidl, and he plans to check back with her.
	6. ISP 280 Grading
		+ On hold. Waiting for input from Faculty Senate – on the May 7 agenda.
	7. ISP 191/ISP 191P Administrative Withdrawal
		+ On hold. Waiting for input from Faculty Senate – on the May 7 agenda.
1. New Items
	1. Acceptance of Credit Principles
		* The college received this document via the Northwest Commission on Colleges and Universities (NWCCU). The deans reviewed and asked the ISP Committee to consider endorsing these principles to use flexibility during the current emergency on behalf of the students. The ISP Committee supported flexibility for our students during this time.
		* Sue shared that the college would like to push out the date for pass/no pass from our existing policy to give students another four weeks to decide for the courses that allow. Students need to be aware if this would affect their program status and if the P/NP grade (equivalent to a “C” or better) would transfer to their university.
		* Dru found that Course Scheduling could change the P/NP option at the section level. She will forward the list of sections that do not currently offer the P/NP option to Chris. Both Chris and Tara will create a message for all staff and faculty once the college makes the decision and agreements to implement. Due to COVID-19 and the quick turnaround in course delivery with spring term, the college would like this option to start spring term.
2. Next Meetings
	1. There are two meeting left during spring term. The committee will continue to work, process, and ready standards for upcoming College Council meetings.