ISP Meeting Minutes

October 9, 2020

Present: Jennifer Anderson, Tory Blackwell, Lars Campbell, Frank Corona, Ryan Davis, Patty DeTurk, Taylor Donnelly, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miller, Melinda Nickas, Tracey Pantano-Rumsey, Cynthia Risan, April Smith, Chris Sweet, Dru Urbassik

Not Present: Sharron Furno, Jason Kovac, Wes Locke, Kjirsten Severson, Cathy Warner

Guests:

1. Overview
	1. Welcome and Introductions
2. College Council Feedback
	1. None
3. ARC Liaison Report
	1. ARC Update – Jennifer Anderson reported from last meeting in June
		* Shared the CCSSE COVID Survey results on how COVID-19 was affecting our students
		* Discussed ways to encourage our students to use their CCC email address
		* Shared details on CCC’s unprecedented drive-thru graduation
		* Reflected on committee’s accomplishments and focus for 2022-21
4. New Items

I. Charge/Committee Overview

* + - We review the instructional side of policies and procedures on a five-year cycle
		- New policies are added each year when the need arises
		- Majority of our membership is faculty
		- Subcommittees work independently and bring their work back for review
		- ISPs go to College Council for two reads
		- Some ISPs go to President’s Council when needed

II. Goals

* + - Finish the current work in process from last year
		- Keep current on our five year review cycle
		- Continue to work on communication to access the newly ISP/ARC website
		- Wrap up just in time/calendaring to inform faculty and staff
		- Understand how ISP relates with the Diversity Equity and Inclusion (DEI) plan
			* Review our strategy around student engagement to encourage

III. Membership

* + - Majority of membership needs to be faculty
		- Committee members have a three-year assignment
		- Need enough representation to share the work without burden
		- Each division has representation across the college through membership
		- Designations have been problematic to fill
		- A possible future conversation to revisit membership to represent the EFAs
		- Open roles
			* Arts & Sciences: Social Science or World Language, Horticulture
			* Institutional Effectiveness & Planning
			* Part-Time Faculty Representative
			* Student-at-large
		- Change date or time to attract more members
		- If area representation remains open, positions will be offered to other division members
* Sue will notify the represented area of the filled vacancy
	+ - Beth will start recording our meetings to capture comment and/or ideas from others

IV. DEI Plan

* + - Our committee will review the work that has been designated to us within the DEI plan
		- The DEI plan list goals and groups to carry out those goals with timelines
		- DEI is working on an interim framework/lens for decision making

V. Standards to Be Revised During the 2020-21 Academic Year (not included as agenda item)

* + - No policies are currently listed that are older than five years
		- Clean up outstanding policies during this year and follow up on DEI plan
		- Reminder from Chris – ISP-380 Acceptance of Credit needs update due to content
			* The college is receiving pressure from the state to accept credits from the Willamette Promise Program from Western Oregon University
			* The committee needs to review and update the policy – Chris will take lead

V. Old Items

 I. Study Away / Study Abroad

* + - Sue is our liaison for the Global Learning Committee
		- Sue will connect to discuss the status of the handbook they are developing
		- Part of this policy that speaks to field trips and domestic travel
		- Ryan and Tory will develop a faculty survey via email to gather feedback
		- Plan finish in the next term or two
	1. Human Subjects
		+ This standard has been tabled for some time
		+ Continues to be urgent as further grant work requires a statement in place
		+ Tory and Patty are interested to develop this policy
		+ The initial discussions need to be reviewed
		+ Sue will schedule a meeting to reconvene the subgroup and Lisa Nguyen
	2. ISP 281/281P Grade Dispute Process
		+ Sue presented the policy/procedure to College Council at the end of spring term
		+ Concerns from the part-time faculty in regard to compensation
		+ David Plotkin committed to work with Leslie Ormandy and Jennifer Nickell to discuss potential compensation when PTF are involved to resolve grade disputes
		+ The college has been working on a MOU which is still in process
		+ Once the MOU is complete, Leslie requested an opportunity to join us at an upcoming meeting to review the policy
		+ Plan to finalize this policy by the end of fall term
1. ISP 170 Textbook and Instructional Materials Adoption Standard
* Jane Littlefield served on this committee and lead a subcommittee a couple years ago
* Conversations about a potential annual schedule around textbook adoption dates
* Tabled work last year as committee waited on new language/standards around Open Educational Resources (OER)s
* Sue will contact Jane to check the current status/issues – start new on this policy

V. ISP 492 Multiple Degrees/Certificates of Completion

* Chris plans to meet with Sarah Steidl to finalize then bring back to next meeting

VI. ISP 280 Grading

* Jennifer Anderson reminded that the college receives Title IV funding for financial aid
* This policy needs updating to continue to receive funding – specifically related to notating when students stop attending or participating in an academic program
* Received feedback related to the attendance piece from the Faculty Senate spring term
* Jennifer dug further into the regulation for better understanding and clarification
* She found that faculty members need to only to report the last date that they assessed the student’s academic progress – not the student’s last date of attendance
* Jennifer will resume and bring forth the clarification to the Faculty Senate, PFT Association, and College Council

VII. ISP 191/191P Administrative Withdrawal

* Jennifer reported that this policy is also associated with Title IV funding
* Specific timelines to drop students who do not attend or participate in class
* She will bring both ISP 280 and ISP 191/191P forward as part of our work this year

VI. Next Meeting

 I. Post committee charge on our website

 II. Ideas for student participation

 III. Revisit communication strategy

 IV. Keep recruiting membership

 V. Sue check in DEI timeline

 VI. Sue check in with Sue Mach in regards to Study Away / Study Abroad

* Tory and Ryan start their field trip survey efforts

VII. Reconvene when Lisa Ahn returns to work on Human Subjects

VIII. Finalize the grade dispute policy once the MOU is settled

* Invite Leslie Ormandy and Jennifer Nickell to our meeting to review ISP 281/ISP 281P

IX. Invite a group to discuss textbooks and OERs next meeting (ISP 170) – this term

X. Check with Leslie Ormandy and Jennifer Nickell on a PTF representative for ISP