ISP Meeting Minutes

October 23, 2020

Present: Tory Blackwell, Lars Campbell, Frank Corona, Ryan Davis, Patty DeTurk, Taylor Donnelly, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Wes Locke, Jen Miller, April Smith, Chris Sweet, Cathy Warner

Not Present: Jennifer Anderson, Jason Kovac, Melinda Nickas, Tracey Pantano-Rumsey, Cynthia Risan, Dru Urbassik

Guests: Sarah Steidl

1. Overview
	1. Welcome and Introductions
2. College Council Feedback
	1. None
3. ARC Liaison Report
	1. ARC Update
		* Chris Sweet reviewed the responsibilities listed within the DEI strategic plan that were assigned to the ARC committee
4. New Items

I. None

 V. Old Items

 I. ISP-492 Multiple Degrees/Certificates of Completion

* + - Held over from last year
		- Chris and Sarah Steidl discussed and found no big changes
		- They modified the language to state that students could not receive two degrees with the same title and deleted the note at the bottom
		- The committee reviewed and added clarifying language to include certificates, the Associate of Science degree, and exceptions to the standard
		- ISP-492 ready for College Council for first read

II. Study Away/Study Abroad

* + - This standard has been in process for many years
		- Sue has worked with the Global Learning Committee to develop the guidelines
		- This ISP directs faculty that are interested in study abroad experiences to the Global Learning Committee’s (GLC) handbook which details the steps to be followed
		- Sue met with Sue Mach who reported that the GLC is finalizing the handbook
		- Tory and Ryan will bring a faculty survey back on November 13

III. Committee Charter

* + - Sue located a committee charter draft
		- The charter needs to be updated to incorporate new language around DEI
			* New website – only committee webpage
			* No mention of the ARC relationship
			* Further clarity on ISP approval process
			* Better communication of ISP standards
			* Further define college membership
		- Taylor proposed a subcommittee: Frank, Jackie, Lars and Taylor (lead)
		- Sue suggested to review the committee charters of ARC and Curriculum
1. DEI Plan Timeline
* Sue reviewed the plan and timelines related to ISP
* As written, the DEI timeline refers to the ISP committee reviewing its policies with the framework during the next year, 2021-22, and the year after, 2022-23
* DEI is close to launching their interim framework for the college
* Future agenda item to review the DEI timeline with regard to our committee

V. Student Participation

* Previously discussed getting student participation
	+ - * ASG currently understaffed due to COVID-19
			* Open to a broader pool of students rather than the traditional ASG students
			* Offer an incentive
* Committee was asked to bring back ideas
	+ - * Student Learning program to earn credit for community participation
			* Work Study program
			* Send survey to ASG students on specific ISPs
			* Go to ASG meeting to seek input on particular ISPs
			* Frank Corona shared info about a onboarding document for committees
				+ John Ginsburg ask
				+ Summarized committee objectives
				+ The intention was to help students understand their committee role
				+ The document was drafted for the Curriculum Committee
				+ The plan was to create a document for each college committee
				+ Frank will share the document
* Sue will reach out to John Ginsburg to learn more, share ideas, and invite him to a future meeting to discuss this topic further

VI. Communication Strategy

* Sue asked the question if any of our peers know about our website
* We still have work to do on committee communication
* Good foundational work done by Jen and Ryan on calendaring and timely reminders to faculty and staff sent by Chris Sweet
* Ideas to continue the good work we have done so far
	+ - * Ask Jil Freeman to share info with our new faculty members in FFYE
			* Continue to push out further just in time reminders to all faculty and staff
			* Share how to find the ISP website at department meetings
			* Share at Chairs & Directors meeting, Association and Faculty Senate meetings
* Important to remind the college of this resource and why it is important
* Sue suggested that Jen and Ryan represent the calendar project

VI. Next Meeting

 I. ISP 492 Multiple Degrees/Certificates of Completion back from College Council for first read

 II. Study Away/Study Abroad - Ryan and Tory will present faculty survey

III. Human Subjects update

IV. ISP 170 Textbook and Instructional Materials Adoption Standard - Conversation with Jane Littlefield, Kerry Leek, Lisa Anh Nguyen, Lisa Reynolds, and Dru Urbassik

 IV. Review Calendar Project

 V. ISP 281/ISP 281P Grade Dispute update