ISP Meeting Minutes

November 13, 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, Melinda Nickas, Tracey Pantano-Rumsey, Chris Sweet, Cathy Warner

Not Present: Jennifer Anderson, Jason Kovac, Cynthia Risan, April Smith, Dru Urbassik

Guests: Kerry Leek, Lisa Reynolds, Jane Littlefield, Sarah Steidl, David Plotkin

1. Overview
	1. Welcome and Introductions
2. College Council Feedback
	1. ISP 492 Multiple Degrees/Certificates of Completion
		* Sue presented the first read
		* No feedback received
		* Correction made to the word certifications changed to certificates
		* ISP 492 will go back to College Council for the second read
3. ARC Liaison Report
	1. ARC Update
		* Chris Sweet
		* Conversation around the DEI Strategic Plan related to recruitment and retention
		* Lauren from Institutional Research discussed the EYES survey
		* Chris demonstrated the new myClackamas website
4. New Items

I. None

 V. Old Items

 I. ISP-170 Textbook and Instructional Materials Adoption Standard

* + - We started working on this standard back when Jane was on the committee
		- Realized the need to update and incorporate Open Education Resources (OER)s into this standard (now this standard is up for the five-year review)
		- Invited those who have been part of this conversation (Kerry, Jane, Lisa, and Dru) to identify the areas that need work and develop a plan to move forward
			* Many individuals have reviewed ISP 170 document to the find gaps and identify missing systems and communication
			* Biggest gap is accurately identifying OERs (confusion with low-cost textbooks rather than OERs); need a better process to track and document OERs
			* Departments are aware of the textbook adoption deadlines; do they have a good understanding of process and needs of our students
			* Biggest challenge is log jam in terms of scheduling with textbook adoptions and current registration dates; small window; the college could use a better flow
		- Multiple issues to be solved; two stand out (OERs/low-cost textbooks and scheduling)
		- Taylor suggested that a procedure may be a helpful addition
		- Established a newly configured subcommittee: Taylor and Melinda along with Jane, Kerry, and Lisa as resources to solve OERs/low-cost textbooks issues
		- Subcommittee asked to come back with recommendations on language focusing on the OER and low-cost textbook language for now
		- Scheduling piece is a bigger college conversion involving many to rework scheduling dates (Dru, Chris) – bring back ideas for future change
		- Committee will check back next term for the timing of a report back from both groups

II. ISP 281/281P Grade Dispute Process

* + - Taylor meet with Leslie Ormandy and Jennifer Nickell to discuss the ongoing MOA to ensure that part-time faculty are compensated when students have a grade dispute
		- The Part-Time Faculty Association is requesting that the language be clear in the procedure to state that compensation starts when the PTF member is first contacted
		- The three will meet again to discuss language once the MOA finalizes
		- Taylor will bring back a draft in January

III. Human Subject

* + - This standard will help establish guidelines when using human subjects in research
		- The college needs this as more college personnel are submitting grant applications that will have some component of educational research involved
		- David Plotkin suggested broadening the purpose for both the standard and procedure to read *states procedures for the ethical educational research using human subjects*
		- The committee assigned the number 650 for the new standard and procedure
		- Tory will clean up the document to get ready for the first read at College Council

VI. ISP 380 Acceptance of Credit (not included as an agenda item)

* + - David Plotkin shared that it doesn’t relate to updating an ISP – it’s a policy in the Registrar’s Office. The college is one of three institutions that does not accept that credit. David received a note the Higher Education Coordinating Commission asking how we could help to get in line with the rest of the state. David wanted to bring this forward to make the college aware that we will start accepting assessment based learning credit from the Willamette Promise. There were no objections from our committee.

V. Curriculum Committee Updates (not included as an agenda item)

* + - Dru shared that the Curriculum Committee was doing some clean up
		- Four ISPs need to come forward to our committee with updates
			* ISP 161 Course Creation, Edits, Inactivation and Deactivation
			* ISP 162 Program Creation and Approval
			* ISP 165 Program Suspension & Reinstatement
			* ISP 166 Program Amendments
		- Dru will bring to our next meeting

VI. Next Meeting

 I. ISP 492 Multiple Degrees/Certificates of Completion – Make small correction and move forward

to College Council for second read

II. ISP 170 Textbook and Instructional Materials Study Away/Study Abroad – Designated, robust groups will work on this standard and report in January

III. ISP 281/ISP 281P Grade Dispute – Taylor is still in discussion with the PTF Association Leadership and will update the language once the MOA is finalized

IV. ISP 650/ISP 650P Educational Research Involving Human Subjects – Bring forward to College Council for first read

 V. Study Away/Study Abroad – Ryan and Tory will share the faculty survey

 VI. ISP 280 Grading and ISP 191/191P Administrative Withdrawal – Still needs to be finalized

 VII. Review Calendar Project at January meeting