ISP Meeting Minutes

January 22, 2021

Present: Jennifer Anderson, 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, Cynthia Risan, April Smith, Chris Sweet, Dru Urbassik, Cathy Warner

Not Present: Jason Kovac

Guests: Eric Lee, Sarah Steidl

1. Overview
	1. Welcome and Introductions
2. College Council Feedback
	1. ISP 492 Multiple Degrees/Certificates of Completion
		* Second read
		* Sue Goff presented
		* No feedback from College Council
		* Policy is ready to post
	2. ISP 650/650P Educational Research Involving Human Subjects
		* First read
		* Tory Blackwell presented
		* Sue and Tory had a follow up meeting with Jason Kovac and Lisa Anh Nguyen to discuss Institutional Research and Reporting concerns.
		* As a result, Tory updated the policy.
3. ARC Liaison Report
	1. ARC Update
		* ARC 407 Use of Student Legal and Chosen Names – first read at College Council
		* Working on specific goals that were assigned by the DEI Strategic Plan.
		* The ARC Financial Resources & Supports Subcommittee that works to identify student barriers related to financial needs reported on current project and goals.
4. Academic Honesty – Guest: Eric Lee

I. Honor Code

* + - Sue invited Eric Lee to discuss an item relating to academic honesty.
		- Academic integrity has been challenging during the pandemic.
		- Eric attended a university that used an honor code. Each time Eric submitted assignments or took exams, he wrote a pledge that he had not been given or received unauthorized aid.
		- He suggested that the college could adopt a formal honor code statement.
		- Committee representatives were asked to gather feedback from their colleagues and return at a future meeting with Eric Lee as our guest for further discussion.

 V. Old Items

 I. ISP-191/191P Administrative Withdrawal & ISP 280 Grading

* + - Policies were updated as part of our standard review process and to comply with the Department of Education (DOE) audit.
		- Essentially, faculty must notify the Registrar of students who did not attend during add/drop period – meets the Federal Financial Aid requirements. (ISP-191)
		- Primary changes related to the last date of academically related activity. (ISP-280)
		- If you give a grade of an F, NP, or W, you need to indicate the last date of academically related activity – meets the Federal Financial Aid requirements.
		- As the policy stands with the revisions, the committee suggested that both standards go back to the Faculty Senate. If there are no objections, it will go back to College Council again as a first read. If there are objections/changes, it will return to the committee.

II. ISP 281/281P Grade Dispute Process

* + - Taylor met with the part-time faculty co-presidents, Leslie Ormandy and Jennifer Nickell, to discuss their concerns.
		- No issues with the standard itself. The PTF was wary of making sure that steps would be taken involve then and that they were fairly paid for their time.
		- A couple of things happened to resolve their concerns.
			* David Plotkin had met with Leslie and Jennifer to discuss compensation when resolving grade disputes and a MOA was created.
			* The language was streamlined throughout the procedure.
		- With the procedure updated, there is a need to create a clear process for the student.
		- Jennifer A. and Taylor will collaborate to create a document that consists of a series of steps to follow written in student facing language.
		- Jennifer suggested that the Problem Resolution form was due for an update.
		- Agreed to move the policy/procedure forward to College Council for the second read.

III. ISP 650/650P Educational Research Involving Human Subjects

* + - After the first read at College Council, Sue and Tory met with Institutional Research to address their concerns.
			* The policy designates that faculty will work with the division dean and the Office of Institutional Research when considering educational research.
			* Clarify how the ad hoc Institutional Review Board committee would resemble.
		- This being a new college policy/procedure, after it is presented at College Council for the second read, it will be reviewed at Presidents’ Council.
		- Agreed to move the policy/procedure forward to College Council for the second read.

VI. New Items

 I. DEI Training

* + - Sue asked and the committee agreed to get scheduled for the DEI training on the interim framework.

II. ISP 280A Grading

* + - Dru shared that the Curriculum Committee was doing some clean up.
		- Courses that may not be taken as pass/no pass.
		- Document generated annually. Could bring to our first meeting in October.
		- Beth will post on the college website.

VI. Next Meeting

 I. ISP 492 Multiple Degrees/Certificates of Completion – Completed second read at College

Council – no feedback received. Ready to post.

II. ISP 650/ISP 650P Educational Research Involving Human Subjects – Ready for second read at College Council.

III. Faculty to discuss “honor code” with colleagues and continue discussion with guest, Eric Lee, on February 26.

IV. ISP 191/191P Administrative Withdrawal and ISP 280 Grading – Jennifer Anderson will take back to the Faculty Senate. If there are no objections, both will go back College Council for first read.

V. ISP 281/ISP 281P Grade Dispute – Ready for second read at College Council.

VI. Sue will schedule DEI training for ISP committee.

 VII. ISP 280A Grading – Ready to post on website.

 VIII. Tabled the following updated ISPs from the Curriculum Committee. Back on February 12.

 - ISP 161 Course Creation, Edits, Inactivation and Deactivation

 - ISP 162 Program Creation and Approval

 - ISP 165 Program Suspension & Reinstatement

 - ISP 166 Program Amendments