ISP Meeting Minutes

February 12, 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), Melinda Nickas, Tracey Pantano-Rumsey, Cynthia Risan, April Smith, Chris Sweet, Dru Urbassik

Not Present: Jason Kovac, Wes Locke, Jen Miller, Cathy Warner

Guests: Sarah Steidl

1. Overview
   1. Welcome and Introductions
2. College Council Feedback
   1. ISP 650/650P Educational Research Involving Human Subjects
      * Second read
      * Sue Goff & Tory Blackwell presented
      * No feedback from College Council
      * New standard/procedure, so the next stop is Presidents’ Council.
   2. ISP 281/281P Grade Appeal
      * Second read
      * Sue Goff & Taylor Donnelly presented
      * Taylor has created a student-facing document for the CCC Student Handbook.
      * No further concerns from College Council
      * New standard/procedure, so the next stop is Presidents’ Council.
3. ARC Liaison Report
   1. ARC Update
      * Update on the Student Portal and My Chat
      * Deep dive from one of the ARC subcommittees about their work, goals, outcomes, and projects they hope to achieve this upcoming year.
4. Old Items

1. ISP 191/191P Administrative Withdrawal & ISP 280 Grading

* + - Chris, Sue, and Jennifer Anderson went to Faculty Senate to review the proposed changes for ISP 191/191P and ISP 280.
    - No new feedback
    - Sue suggested taking these standards/policies to College Council for the first reads.

II. ISP 170 Textbook and Instructional Materials Adoption

* Taylor wanted to poll members to set up a meeting for further discussion.
* Beth volunteered to assist Taylor with this task.
* Taylor hopes to report back during spring term.

III. DEI Training

* Sue reached out to schedule training for our committee. The suggested training date turned out to be a future ISP committee meeting, March 12 from 1:30-3:30 p.m. The committee decided to cancel our meeting on that date to attend the training.

IV. ISP 161 Course Creation, Edits, Inactivation and Deactivation

ISP 162 Program Creation and Approval

ISP 165 Program Suspension & Reinstatement

ISP 166 Program Amendments

* Dru presented four standards based around Curriculum Committee and current Curriculum Office processes.
* All need updates to align with current procedures and cleaning up language.
* ISP 165 needs to include the College Board within the standard.
* Both ISP 165 & ISP 166 need additional wordsmithing for “approval” language.
* Dru would like to take all four to College Council once finalized.

V. Study Away

* Sue shared where we currently stand, which has been in process for a few years.
* The college was operating under a lengthy interim policy/procedure.
* The Global Learning Committee (GLC) formed and created a handbook.
* Separated out three different categories of study away.
  + Study abroad – GLC focused
  + Overnight domestic
  + Field trips (not overnight)
* The GLC has continued work on the study abroad piece.
* Ryan and Tory planned to survey faculty on approval needs for the shorter trips.
* Sue presented our current draft at the last GLC meeting, and they made some real time adjustments to the procedure side.
* The GLC is interested in finalizing this work, so the college can have an official ISPs.
* Once approved, the plan is to link our policy/procedures to the GLC’s form and handbook on their internal website.
* Ryan and Tory plan to organize a faculty survey for all full-time and part-time faculty, and will report on April 9.
* The committee discussed the possibility of numbering this policy/procedure, ISP 510.

VI. Calendar Project

* Ryan reviewed that the current instructional content would be helpful to faculty as they prepare themselves and their students for the end or beginning of a term.
* Sue recommended that when we refer to anything ISP that we use the ISP website.
* As Registrar, Chris Sweet, confirmed he forwards specific instructional/student services policies approximately one month prior to the start of each term. He then sends another grouping of instructional/student services policies two weeks after the start of each term. These emails go out to all faculty, and he provides a link to the Instructional and Student Services Policies and Procedures website.
* Ryan will clean up the document and add the following ISP and ARC policies.
  + ISP 191 Administrative Withdrawal
  + ISP 280 Grading
  + ARC 640 Academic Accommodations
  + ARC 641 Service Animal
  + ARC 642 Personal Audio and Video Recording
* Ryan will forward the updated document to Chris to distribute to faculty.
* The calendar document should be reviewed every year or two.

VII. Committee Charter

* Taylor reviewed the charter draft.
* Sue proposed not including names of the current ISP members within the charter.
* Taylor suggested creating an appendix of current committee members.
* Taylor will make updates and bring back to the committee.

V. Next Meeting

I. ISP 650/ISP 650P Educational Research Involving Human Subjects and ISP 281/ISP 281P Grade Dispute along with draft document to accompany the CCC Student Handbook – Cynthia Risan will present at Presidents’ Council.

II. ISP 191/191P Administrative Withdrawal and ISP 280 Grading – Next at College Council for first reads.

III. ISP 170 Textbook and Instructional Materials Adoption – Taylor will meet with subcommittee.

IV. Confirm the upcoming DEI training on March 12, and cancel our ISP meeting on that same day.

V. ISP 161 Course Creation, Edits, Inactivation and Deactivation, ISP 162 Program Creation and Approval, ISP 165 Program Suspension & Reinstatement, and ISP 166 Program Amendments –

Dru will bring back the four ISPs to our next meeting.

VI. Ryan and Tory are committed to bring back feedback from their faculty colleagues on April 9.

VII. Ryan will update and finalize the calendar project and send to Chris Sweet.

VIII. Taylor will create an appendix for the charter. The committee will review the updated committee charter, and bring back for another look.