ISP Meeting Minutes

April 9, 2021

Present: Jennifer Anderson, Tory Blackwell, Lars Campbell, Ryan Davis, Patty DeTurk, Taylor Donnelly, Willie Fisher, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Tracey Pantano-Rumsey, Cynthia Risan, Chris Sweet, Dru Urbassik, Cathy Warner

Not Present: Frank Corona, Jason Kovac, Wes Locke, Jen Miller, Melinda Nickas, April Smith

Guests: John Ginsburg, Lisa Reynolds, Sarah Steidl

1. Overview
	1. Welcome and Introductions

Sue attended the April 2 College Council meeting and presented our committee’s annual report.

1. College Council Feedback
	1. ISP 191/191P Administrative Withdrawal

ISP 280 Grading

* These two policies were presented at College Council and were taken to Presidents’ Council for review.
1. Presidents’ Council Feedback
	1. ISP 191/191P Administrative Withdrawal
	2. ISP 280 Grading
	3. ISP 281/281P Grade Appeal
	4. ISP 650/650P Educational Research Involving Human Subjects
		* These four policies were reviewed by Presidents’ Council.
		* Policies are ready to post to our website.
	5. ARC Liaison Report

I. ARC Update

* + - The ARC Retention and Completion Sub-Committee presented their annual report.
		- Lauren McGuire, Research Associate, will share data related to from Guided Pathways.
		- The College Navigator Team presented an update.
		- The committee will present their annual report at College Council in May.
1. Old Items

I. ISP Committee Student Representation

* Our guest, John Ginsburg, joined us to discuss student representation.
* With COVID, student involvement in the Associated Student Government (ASG) is low.
* How can we encourage students to join committees?
* Should our committee take relevant topics to ASG meetings for their feedback?
* Making ISP materials available prior to meetings, asking direct questions as well as student’s making time to attending meetings.
* Continue to offer a Zoom option to attend meeting for improved participation.
* Beth will reach out to the ASG Admin to invite a student in the fall.
* Committee will send directed questions to ASG to help increase student involvement.

II. ISP 190 Academic Honesty/Honor Code/Student Handbook

* With the creation of the ISP 281 Grade Appeal policy, this led to an idea to include a form with student-facing language in the CCC Student Handbook to help students understand how to go through the grade appeal process.
* We asked John to be part of this conversation to identify a process to include helpful student information within the student handbook.
* John has wanted to address the purpose of the handbook and/or the destiny.
* The committee’s ultimate concern is how do we make our students aware of the grade appeal form. Jennifer Andersen shared that recently the ARC Committee shared one of their newest policies in the AFAC student newsletter. Lori Hall also shared this in an email as an attempt to make our students and the college community.
* Next step: Taylor will send John our recommendations for the Handbook. The committee shared their interest in future opportunities to develop the handbook.

III. ISP 170 Textbook and Instructional Materials Adoption

* + - Taylor met with Jane Littlefield, Lisa Reynolds, and Melinda Nickas to further discuss textbook and instructional materials. The focus shifted to the actual priorities rather than editing the language. It was a productive conversation about the importance of the process and the timing to help with student’s accessibility and affordability.
		- Lisa emphasized that the revisions make it a strong document with clear expectations and our founding principles by basing it on student learning outcomes and highlighting the focus rather than textbook adoptions.
		- Taylor still needs to verify that the information on the procedure is current.
		- ISP 170/170P will return to the next meeting before it goes to College Council.
1. ISP 161 Course Creation, Edits, Inactivation and Deactivation

ISP 162 Program Creation and Approval

ISP 165 Program Suspension & Reinstatement

ISP 166 Program Amendments

* + - Dru brought these four policies back for another look.
		- Previous feedback to the language necessary to review.
		- Sue agreed to move these four policies to College Council for a first read.
1. DEI Training from March
	* + At this point, many at the college have attended the interim DEI training. Within the DEI Strategic Plan, the college has been asked to start using the DEI Interim Framework. Sue suggested that we use it on the current draft of ISP 190 Academic Honesty in order to provide feedback for the DEI Committee before the document is interim framework is finalized. We agreed to start using the framework together as a committee.
		+ The committee will devote most of our next meetings for this effort.
2. New Items

 Standard Agenda Consideration

* + - At College Council, there were a couple of readings of the standard agenda format. It was recommended that groups adopt this standard format. Dru brought up the tracking portion of our current agenda, and Sue believed that this could be captured within the future items portion of the format. The committee agreed that we should work to align to the new template. Sue and Beth will make it work for ISP.

VII. Next Meeting.

 I. Finished the work for the following four policies. They will be posted to our website.

* + - ISP 191/191P Administrative Withdrawal
		- ISP 280 Grading
		- ISP 281/281P Grade Appeal
		- ISP 650/650P Educational Research Involving Human Subjects

II. The committee decided to send an email to the ASG Admin to involve students. We will include

 directed questions when working on new or revised ISP standards to obtain responses.

 III. Taylor will provide Grade Appeal language to John Ginsberg to be included the student handbook.

IV. ISP 170/170P Instructional and Instructional Materials Adoption – Further revisions necessary and a visit back to ISP before this standard is ready for College Council.

V. The following ISPs are ready to go to College Council for the first read.

 ISP 161 Course Creation, Edits, Inactivation and Deactivation

 ISP 162 Program Creation and Approval

 ISP 165 Program Suspension & Reinstatement

 ISP 166 Program Amendments

VI. At our next meeting, we will try out the DEI Interim Framework on ISP 190 Academic Honesty.

VII. Sue and Beth will work to convert our agenda into the standard format.

VIII. At the beginning of each ISP meeting, the new college Land Acknowledgment will be shared.