ISP Meeting Minutes

April 23, 2021

Present: Jennifer Anderson, Tory Blackwell, Lars Campbell, Frank Corona, Ryan Davis, Patty DeTurk, Taylor Donnelly, Willie Fisher, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Wes Locke, Melinda Nickas, Tracey Pantano-Rumsey, April Smith, Chris Sweet, Dru Urbassik, Cathy Warner

Not Present: Jason Kovac, Jen Miller, Cynthia Risan

Guests: Sarah Steidl

1. Overview
	1. Welcome and Introductions
2. College Council Feedback
	1. ISP 161 Course Creation, Edits, Inactivation and Deactivation

ISP 162 Program Creation and Approval

ISP 165 Program Suspension & Reinstatement

ISP 166 Program Amendments

* These four policies were presented at College Council for the first read.
* No suggestions brought forward.
* They will go back to College Council for the second read.
1. ARC Liaison Report
	1. ARC Update
		* Lauren McGuire, Research Associate, presented useful Guided Pathways demographic, completion, and retention data.
		* Ryan Stewart, lead of the Retention Sub-Committee, presented a comprehensive webpage that pulls all student feedback onto one page.
	2. Grading Appeal Policy & Problem Resolution Form
		* Jennifer shared that the college still has further work to provide a clear process and/or forms for the new policy, ISP 281/281P Grade Appeal.
		* On a separate note, she shared that the Problem Resolution Form came out from a civil rights audit. The college has an obligation and students have a right to provide us with feedback. This form allows students to do that.
		* When students have had an issue with their grade, they have used the Problem Resolution Form. What are the uses beyond grade issues?
		* Where is the right place for these forms to live, so students can easily locate them?
		* Sue agreed and suggested a future agenda item to address these concerns.
2. Old Items

I. ISP 170 Textbook and Instructional Materials Adoption

* + - Taylor received feedback from the subcommittee and the CCC Bookstore.
			* The standard defines accessibility, low-cost textbooks, and open educational resources.
			* It states that departments will maintain and make available to the library upon request a current list of adopted textbooks and/or instructional materials and indicate low cost tests and open educational resources.
			* Instructors are encouraged to provide ISBNs on their syllabi to help students locate relevant editions.
			* Taylor will follow up with the library on the course reserve guidelines for digital materials.
		- We determined that we needed a clear definition of what are instructional materials. Should this ISP be limited to textbook adjacent materials? Do we need another ISP that speaks to additional course costs such as equipment, calculators, laptops, etc?
		- Taylor asked if there was remaining work to be done to make sure that instructional equipment are subject to the same thought process about student learning outcomes, affordability, and associability. Taylor will include that departments keep updated lists with specific required equipment for their programs and classes.
		- Forward suggestions to Taylor. She will bring back the policy in two weeks.
			* A definition - what is and isn’t included.
			* A suggestion where to find other course information not listed.
			* A soft mention about the order process for Customized Training order process.

II. Study Away (Domestic Multiple Day/Overnight Trips & Single Day Domestic/Field Trips)

* Ryan surveyed faculty to respond to the current study away language based on how it would affect them. The feedback received included:
	+ - * Is it necessary to notify the college two terms in advance?
			* The policy needs to define who the appropriate administrator/dean is and the paperwork necessary prior to travel.
			* What types of travel would not be approved?
		- The college needs to be aware of upcoming travel plans because of the possible risk for the institution. Instructors need to collect student’s liability and medical forms prior to departure in case of an emergency.
		- Suggested language to allow at least two terms in advance for a new single or multiple day trips. For established trips, it would not be necessary to notify the college two terms prior to departure.
		- Ryan will create language to address the feedback received. Tory will reach out to Jennifer Bown with her history involved with overnight/field trips.
		- Sue will follow up on the college insurance side and where forms are kept.

 III. Standard Agenda Format

* We will adopt the new CCC standard template by the beginning of 2021-22.

IV. ISP Academic Honesty – Use DEI Framework

* At our last meeting, we talked about using a good portion of our meeting to start working through the DEI Framework using ISP 190 Academic Honestly policy.
* We want to provide the DEI Committee some good feedback about the framework within our context of ISP before the end of the term.
* We decided to refresh ourselves on where we left off on the policy before we reoriented ourselves with the framework.
* Taylor reviewed the updated version of ISP 190 Academic Honesty that included the Honor Code language recommendations, which were presented to the Faculty Senate but not yet to College Council.
* Beth brought up the DEI Framework document to refresh ourselves with the sections.
* We used the last 30 minutes of the meeting using the DEI Framework document.
	+ - * DEI Feedback – Helpful to have an editable document that you could tweak it to fit your particular group, so you don’t have to rethink each question.
		- At the end of the meeting, the committee agreed to the following process to apply the DEI Framework. First, we will establish some norming agreements. As a large group, we will go through each section, go into small breakout rooms for further discussion, and then all come back together for additional discussion.
		- The committee recommended dedicating a large chunk to apply the DEI Framework to our meetings in May. This is important that we figure out how the ISP committee is going to move forward and apply the framework regularly.

V. Next Meeting

I. Move the four policies forward for the second read at College Council: ISP 161 Course Creation, Edits, Inactivation and Deactivation, ISP 162 Program Creation and Approval, ISP 165 Program Suspension & Reinstatement, and ISP 166 Program Amendments.

II. Taylor will refine the language and bring back ISP 170 Textbook and Instructional Materials.

 III. Ryan and Tory work further on the Study Away language and bring back.

IV. Beth will adopt the new CCC standard template in September of 2021.

V. The committee will use the remaining meetings in May applying the DEI Framework to ISP 190 to provide helpful feedback to the DEI Committee.