ISP Meeting Minutes

May 14, 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, Cynthia Risan, April Smith, Chris Sweet, Dru Urbassik, Cathy Warner

Not Present: Jason Kovac, Jen Miller

Guests:

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 second read.
* No suggestions brought forward.
* Policies are ready to post.
1. ARC Liaison Report
	1. ARC Update
		* Tara Sprehe gave an update on the Strategic Enrollment Management (SEM) plan and how the work of the ARC Committee fits into the SEM plan.
2. Old Items

I. ISP 170 Textbook and Instructional Materials Adoption

* + - At our last meeting, we discussed what is and isn’t an instructional material. Taylor added language to capture examples of what is defined as instructional materials and what is not within Standard 1.
		- Taylor included further clarification in regard to selecting additional class materials and considering the accessibility and affordability with the addition of Standard 6.
		- Taylor confirmed that the information included on the procedure was current.
		- This policy is ready to move to College Council for feedback.

II. Study Away

* Sue reached out to Greer Gaston to inquire about insurance forms.
* Ryan updated language to the policy from prior recommendations from our last meeting. He reached out to David Plotkin to share the current draft and further questions about advanced notification, necessary forms beyond liability waivers, and where the current forms live.
* The committee will wait to hear back from Greer and David with further information.

 III. DEI Interim Framework – ISP 190 Academic Honesty

* Sue set time on the agenda, so we could test the DEI Framework.
* At our last meeting, we started reviewing ISP 190 Academic Honesty policy with the framework. During this discussion, we want to accomplish two goals.
	+ - * Get a feel for the DEI Framework and how our committee might want to move forward to incorporate it to our process as we create new and review ISPs.
			* We want to provide the DEI Committee with feedback as their committee works to adopt a permanent framework.
* The committee established a list of meeting norms to start our conversation.
	+ - * Stay confidential (the space is safe because it is protected). Do not share stories or experiences that are not yours.
			* Assume good intent, but attend to impact.
			* Be aware of your privilege.
			* Step Up/Step Back.
			* Hold space (listen actively and stay mentally engaged).
			* Get comfortable with being uncomfortable.
			* Allow yourself to be vulnerable (share at the level you feel comfortable with).
			* Agree to disagree (do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks and focus on ideas) .
* The committee broke out into three groups and reviewed ISP 190, keeping in mind our meeting norms, while using the DEI Framework. A recorder was designated to provide feedback to incorporate the framework to our standard process as well as offer feedback to the DEI Committee on the framework.
* Each group shared their feedback that Sue will forward to the DEI Committee. Email group notes to Beth.

V. New Items

 I. ISP 280A Grading

 II. ISP 360A Non-Challengeable Course List

* Dru presented two annually updated appendixes for the upcoming academic year.
* Both can be posted to the website. Appendixes do not need to go to College Council.

VI. Next Meeting.

 I. ISP 170 Textbook and Instructional Materials policy will go to College Council for first read.

II. Continue work on the Study Away language.

 III. Continue using the DEI Interim Framework to ISP 190 Academic Honesty.

IV. Review the committee membership for 2021-22.