ISP Meeting Minutes

May 28, 2021

Present: Tory Blackwell, Frank Corona, Ryan Davis, Patty DeTurk, Taylor Donnelly, Willie Fisher, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Wes Locke, Tracey Pantano-Rumsey, Cynthia Risan, Cathy Warner

Not Present: Jennifer Anderson, Lars Campbell, Jason Kovac, Jen Miller, Melinda Nickas, April Smith, Chris Sweet, Dru Urbassik

Guests: Sarah Steidl, Leslie Ormandy

1. Overview
	1. Welcome and Introductions
2. College Council Feedback
	1. ISP 170 Textbook Instructional Materials Adoption
* Went to College Council for the first read.
* No feedback received.
* Ready to go back to College Council for the second read.
1. ARC Liaison Report
	1. ARC Update
		* No report.
2. Old Items

I. Study Away

* + - Ryan shared that the Global Learning Committee (GLC) sent over three required documents when traveling: Activity & Travel Liability Waiver Within the U.S., Activity & Transportation Indemnity and Release Form, and Private Transportation Indemnity and Release Form. Once forms are completed, they are forwarded to the department chair and the Executive Assistant of College Services. Ryan questioned if these three forms be combined into one to capture the information and less complicate the process? Would it be better to have two forms: one for study away and another for study abroad? How much these three forms are dictated by our insurance coverage? That could be followed up with Greer Gaston.
		- Sue asked how the committee wanted to proceed with this standard. There isn’t enough time to finalize it now. Could Tory and Ryan return with some recommended language in the fall? Ryan is on sabbatical during fall and spring terms. Tory will take the lead in fall to work to finalize the standard.

II. DEI Interim Framework – ISP 190 Academic Honesty

* At our last meeting, we committed to continuing to explore the DEI Framework using the draft of the ISP 190 policy.
	+ - * For this committee to move forward, we need to address these questions.

🞟 What further revisions are needed for ISP 190?

What feedback can we provide on the Framework to DEI Committee?

▪ The committee has identified that the framework is awkward because it

 is about a decision verses a policy formulation.

How will the committee move forward with the DEI Framework once this standard is finalized? How will the DEI Framework be applied?

* + - * Keep in mind our committee’s established norms.

🞟 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 again into three groups, keep in mind our meeting norms, used the DEI Framework to review ISP 190 Academic Honesty. Sue reminded groups to keep notes that will be forward for feedback.
* The three groups shared their findings. At end of meeting, the groups shared their feedback that Sue will forward to the DEI Committee. Email group notes to Beth.
* When we return in the fall, we will revisit this work, and continue to refine our process.

V. New Items

 I. 2021-22 ISP Membership

* Sue wanted to confirm future membership. At some point she would like to have a bigger conversation to revisit the current membership configuration for this committee. We should take a look at the revised charter prior to recruiting additional members.
* Taylor will be out fall and winter terms. Ryan will be out fall and spring terms. Wes is retiring. Sue will reach out to each of the Associations to confirm assignments. Beth and Sue will connect with ASG to request a student to join our committee.

VI. Next Meeting.

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

 Sue will follow up to see if this standard needs to go to Presidents’ Council.

II. The work will continue on the Study Away language with Tory taking the lead.

 III. In the fall, we will reorient ourselves around the DEI Framework. We will train ourselves to use the framework within our subcommittees, and assess our process throughout the year.

IV. Check in with others not present today to confirm their membership status.