**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: October 8, 2021 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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|  **Agenda Topic** | **Facilitator** | **Meeting Minutes** |
| **Welcome and Introductions** | Sue | We welcomed new committee member, Russ Pasewald, and a student representative from the Associated Student Government (ASG), Josiah Smith. |
| **College Council Feedback** | Sue | **ISP 170 Textbook and Instructional Materials Adoption –** Sue shared that ISP 170 was brought forward at the June 4 College Council meeting for the second read. No comments or concerns. Next step is to present ISP 170 at the next Presidents’ Council for review.  |
| **ARC Liaison Report** | Jennifer Anderson | The Access, Retention and Completion Committee (ARC) met and spent some time discussing Strategic Enrollment Management (SEM). They reviewed the report and identified how to move forward in developing a SEM plan. ARC works closely with the Instructional Standards and Procedures Committee (ISP), with College Council as part of shared governance, and with Faculty Senate and Presidents’ Council as needed, to ensure that the standards and procedures of the college reflect the best available instructional expertise and research. Jennifer will share a brief ARC presentation for Leslie to share with her fellow associated faculty members that includes a summary of the committee’s work. Sue will also follow up with Leslie’s request and share a brief ISP presentation that includes a summary of the committee’s work.  |
| **ISP Orientation** | Sue | **ISP Committee Charter*** The committee works to create and maintain standards and procedures that apply to instructional matters across the college.
* Both ISP and ARC both have the college policies and procedures listed on a public-facing website found here <https://www.clackamas.edu/about-us/accreditation-policies/policies-and-procedures>

Beth will send out the link to the Instructional and Student Services Policies and Procedures.* Standards and procedures are reviewed on a five-year cycle, and new ones are created as needed.
* Subcommittees are formed when we are reviewing policies. On occasions, the committee reaches out to the Associations for additional faculty feedback.
* When the committee is satisfied with the standard, it is forwarded to College Council for discussion/feedback for a first and second read. Some are forwarded to Presidents’ Council.
* Once a standard and/or procedure has gone through all of the proper channels, it comes back to the ISP Committee where it is adopted and added to the website for the college community.

**ISP Membership*** A majority of our membership is faculty, which is specified in the full-time faculty contract.
* Committee membership includes full-time faculty, associate faculty members, classified, administration and students.
* There is faculty representation from each division across the college.
* Current open roles:
* Academic Foundations & Connections – Jeff McAlpine to fill during Taylor Donnelly’s sabbatical. Tara Sprehe is working to fill Ryan Davis’ open position during his sabbatical.
* Arts & Sciences: Social Science or World Language, Horticulture
* Institutional Effectiveness & Planning – The committee agreed that their at-large position could be filled with a classified representative.

**Goals*** Finish the current work in process as well as the standards listed on the five-year review cycle.
* Continue to review our norms and use the DEI Framework as we review our standards.
* Keep the ISP/ARC website up to date.
* Ask Marketing to provide use how many visit our ISP/ARC website.
* Notify faculty at the beginning of each term of important ISP/ARC standards/procedures and updates to our policies via email. (Just-in-Time/Calendaring)

**DEI Framework/Norms*** We used ISP 190 Academic Honestly to practice using the DEI Framework. We will continue using the DEI Framework as we work as a committee to review policies and procedures this year.
* Sue reviewed the norms that the committee developed last year that we keep in mind to review using the DEI Framework.

**Additional Best “Beth” Practices*** Beth now records our ISP Committee Zoom meetings.
* She sends out reminder emails for upcoming ISP meetings that includes a link to committee materials.
* Beth updated the ISP agenda and minutes to align with the college-wide standard template format.
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| **Old Items** | Sue | **ISP 190 Academic Honestly** – Sue shared the policy, and asked if it was ready to move forward to College Council for the first read. Lars Campbell added that ISP 190 had been brought forward to the Faculty Senate for feedback. The committee agreed it was ready to be presented at College Council.**Study Away** – Tory Blackwell shared that he will pick up where he and Ryan Davis left off. Tory will follow up by clarifying language. He will review the policy/procedure with Jen Miller’s assistance using the DEI Framework prior to bringing it back to the committee for review. **ISP 460 Underage Enrollment - Students Under 18** – It was recently discovered that ISP 460 refers to a procedure within in the policy, but the procedure could not be located on our website. Upon further discovery, the procedure was located but found in a draft form. Chris asked if the committee could hold off on reviewing the policy/procedure. The college is looking for a technological way to enforce this policy. Jennifer will assist Chris with this sometime in winter or spring term.  |
| New Items | Sue | Sue reviewed the list of standards from 2016-17 on the five-year cycle. At our next meeting, we will assign standards that we will work on during 2021-22. This will give us an opportunity to apply the DEI Framework to make the language more assessible, if necessary. Sue pointed out that as we work to review our older standards ask if this standard belongs as an ISP, an ARC, or a shared standard. Many of the ISP standards were predated the ARC Committee.  |
| Review for Next Meeting | Sue | * **ISP 170 Textbook and Instructional Materials Adoption** will go to Presidents’ Council for review.
* Jennifer will provide some basic information on the ARC Committee to share with the Associate Faculty Association. Sue will also follow up with Leslie’s request and share a brief ISP presentation and summary of the committee’s work.
* Sue will provide some basic information on the ISP Committee to share with the Associate Faculty Association.
* Sue will finalize the committee’s membership.
* The committee will to implement the DEI Framework as well as the DEI Strategic Plan and see how it interacts with the vision of the ISP Committee.
* We will move **ISP 190 Academic Honesty** to College Council for the first read.
* Tory, with Jen’s help, with work on the **Study Away** standard.
* Chris and Jennifer will review **ISP 460 Underage Enrollment - Students Under 18** some time during winter or spring term.
* Next meeting, we will start working through the listed standards on the five-year cycle and make some assignments.
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| **Present:**  Jennifer Anderson, Tory Blackwell, Lars Campbell, Frank Corona, Patty DeTurk, Willie Fisher, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miller, Melinda Nickas, Leslie Ormandy, Russ Pasewald, Cynthia Risan, Josiah Smith (ASG Rep), Sarah Steidl (guest), Chris Sweet, Cathy Warner**Absent**: Jeff McAlpine, Tracey Pantano-Rumsey, April Smith, Dru Urbassik |

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|  **Upcoming Meeting Date** | **Start Time** | **End time** |  **Location**  |
| October 22, November 12 | 8:00am | 9:30am | https://clackamas.zoom.us/j/4107104682 |