**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: October 22, 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 members, Jeff McAlpine, representing the English department and Berri Hsiao, from the math department. |
| **Commitments** | Sue | Jennifer and Sue need to follow up to provide Leslie additional information on the ARC and ISP committees. |
| **College Council Feedback** | Sue | **ISP 190 Academic Honestly –** Sue shared that ISP 190 was brought forward at the October 15 College Council meeting for the first read. No comments or concerns were shared.  |
| **Presidents’ Council Feedback** | Sue | **ISP 170 Textbook and Instructional Materials Adoption** – This policy was brought to Presidents’ Council. The feedback received was to update the name change to the Associate Faculty, previously known as the Part-Time Faculty. There was some discussion about the distinction between textbooks and the materials such as pencils, calculators, etc., but it was not a deal breaker. Beth will update the name change and prepare to post on our website. |
| **ARC Liaison Report** | Chris | Currently, the ARC subcommittees are reviewing the SEM report.  |
| **New Items** | Sue | The committee has several standards that are up for review. Sue stated that we are going to start working through the list to determine some subcommittees and/or strategies as we move forward. **ISP 170 Textbook and Instructional Materials Adoption** – This policy is on the list for review. Currently, it is in process and close to being complete. Updates are needed, and Beth will post it on the website.**ISP 460 & ISP 460P Underage Enrollment - Students Under 18** – Both Chris and Jennifer are aware and are working to update the policy and the procedure. The college needs a technological way to enforce this policy. Chris confirmed it will be either winter or spring term before it’s complete. **ISP 350 Credit Hour Policy Standard** – This is a relatively new standard in response to an accreditation visit because we didn’t have one in place. It addressed how we determine the number of credits or the type of instruction. It reviews the differences between lecture, lecture/lab, and lab. Jen Miller will take lead to review with assistance from Patty, Cathy and Berri. **ISP 471 & ISP 471A Courses Repeated for Additional Credit** – This defines the conditions which allow a student to repeat a course for additional credit towards degree completion. Departments identify the courses that are included on the list. The list is updated annually, which is maintained by the Curriculum Office. Sue pointed out that there was some outdated language as the standard refers to the ISP manual, which we don’t keep any longer. Dru will take the lead on this one with assistance from Sarah and Leslie.**ISP 480 Academic Standing** – This standard establishes an academic progress standard for degree/certificate seeking students. The ISP committee predates the ARC committee. This standard may fall into a grey area of a shared standard. It might be more appropriate to live with the ARC committee. That will be determined as it’s reviewed but it would be a good idea to pass it through both the ISP and ARC committees. Chris will spearhead the committee with the assistance of Tracey, Jackie, and Josiah. Chris will pull in Dustin Bare for his expertise. **ISP 391 Credit for Variable Credit Classes (formerly Variable Credit)** – This standard provides students the ability to register for and earn a minimum to maximum number of credits for an approved variable credit course. The courses are set by the department. It may not have many changes, but it needs to be reviewed using the DEI framework. Chris will lead the committee with the assistance of Sarah, Sharron, and Lars. Reminder that we will want to do a pass through with the DEI Framework and ensure that the language is accessible as we review these documents.  |
| **Review for Next Meeting** | Sue | * Both Sue and Jennifer will follow up on their commitment for the Associate Faculty on the ISP and ARC Committees.
* **ISP 190 Academic Honesty** will go back to College Council for the second read.
* **ISP 170 Textbook and Instructional Materials Adoption** Beth will update the language to use Associate Faculty and post the standard to the website.
* **ISP 350 Credit Hour Policy Standard** – Jen Miller will take lead to review with assistance from Patty, Cathy and Berri.
* **ISP 471 & ISP 471A Courses Repeated for Additional Credit** – Dru will take the lead on this one with assistance from Sarah and Leslie.
* **ISP 480 Academic Standing** – Chris will spearhead the committee with the assistance of Tracey, Jackie, and Josiah. Chris will pull in Dustin Bare for his expertise.
* **ISP 391 Credit for Variable Credit Classes (formerly Variable Credit)** – Chris will lead the committee with the assistance of Sarah, Sharron, and Lars.
* **Study Away** – Tory and Jen will report back with their review on November 12. Sue asked that Tory to share their small-group review process with using the DEI Framework as we develop a standard practice.
* Chris confirmed that with Jennifer’s help they will review **ISP 460 Underage Enrollment - Students Under 18** later in the year during winter or spring term.
* Sue shared that we will revisit our committee goals midyear.
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| **Present:**  Tory Blackwell, Lars Campbell, Frank Corona, Patty DeTurk, Willie Fisher, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Berri Hsiao, Beth Hodgkinson, Jeff McAlpine, Jen Miller, Melinda Nickas, Leslie Ormandy, Tracey Pantano-Rumsey, Russ Pasewald, David Plotkin, April Smith, Josiah Smith (ASG Rep), Sarah Steidl (Recorder), Chris Sweet, Dru Urbassik, Cathy Warner, DW Wood**Absent**: Jennifer Anderson, Cynthia Risan |

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|  **Upcoming Meeting Date** | **Start Time** | **End time** |  **Location**  |
| January 14 & 28February 11 & 25March 11 & 25April 8 & 22May 13 & 27 | 8:00am | 9:30am | https://clackamas.zoom.us/j/4107104682 |