**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: November 12, 2021 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

|  |  |  |
| --- | --- | --- |
|  **Agenda Topic** | **Facilitator** | **Meeting Minutes** |
| **Welcome and Introductions** | Sue |  |
| **Commitments** | Sue | Sue will follow up to provide Leslie additional information on the ISP committees. |
| **ARC Liaison Report** | Chris | No report. Chris and Jennifer had prior commitments.  |
| **Old Items** | Sue | **ISP 190 Academic Honestly –** Sue shared that ISP 190 was brought forward to the October 15 College Council meeting for the first read. As the committee was preparing to take ISP 190 to College Council for the second read, Sue received feedback from Jane Littlefield via email. She had some concerns about the language around the honor pledge. Sue connected Jane with Eric Lee to discuss the policy and to seek additional clarity. As a result, Jane and Eric included additional language for the committee to consider to ensure that students understand the purpose of the honor pledge. They suggested, “*It is recommended that faculty and students discuss the concept and purpose of an honor pledge prior to implementation*” at the end of Standard 1c. The committee approved. Beth will forward ISP 190 for the next College Council for the second read.**Study Away and the DEI Framework** – In recent meetings, we have used the DEI Framework to review ISP documents. Tory and Jen shared a document they created to help use the DEI Framework. First, Tory took the questions from the DEI Framework and moved them into a Google document to view and comment on in one place. Next, they identified key framework elements that were important or impactful for the policy and documented that information. The last step of the process was to document discussions that were previously identified and propose recommendations to ensure the alignment of the ISP and the DEI framework. From the review, two items surfaced. The Study Abroad handbook has criteria for VP approval. There is no information to support Deans/Directors approval of trips. The other item that was discovered was out of our control. Were groups unable to access study abroad because of financial barriers or lack of communication? Does the college have data available that documents that we are representing a broad representation of students and community members? Maybe in this case, ISP initiates a conversation with the Global Learning Committee (GLC) to ask if they have considered these factors. The following edits were proposed: *Add language that recommends the deans and directors use the same criteria as the vice president that is listed in the handbook. Include a link within in the handbook, so that it is easy to find the necessary documents. Send a recommendation to the GLC that they reconfirm that the college has good involvement with the study away opportunities. Add exception language to section on field trips.* Tory and Jen will come back to present language at upcoming meeting.  |
| **New Items** | Sue | **ISP 471 & ISP 471A Courses Repeated for Additional Credit** – Dru reported that her subcommittee was not ready but will be back to present on January 14.**ISP 391 Credit for Variable Credit Classes (formerly Variable Credit)** – Sue reported for Chris Sweet in his absence. The subcommittee met and there were no changes to recommend. The committee reviewed and recommended to add language to the end of the last sentence of the summary, “*within the range of the credits as stated in the course outline.*” The committee had concerns that students potentially could register for the wrong number of credits. Sue suggested that we revisit ISP 139 in January when Chris Sweet is able to assist with the language.  |
| **Review for Next Meeting** | Sue | * **ISP 190 Academic Honesty** – Back to College Council for the second read on November 19.
* **Study Away** – Tory and Jen will bring back updated language. Beth will share the DEI Framework Application Tool – Developed for ISP.
* **ISP 471 & ISP 471A Courses Repeated for Additional Credit –** Ready to report on January 14.
* **ISP 391 Credit for Variable Credit Classes (formerly Variable Credit)** – Further conversation with Chris Sweet on January 14.
* **ISP 350 Credit Hour Policy Standard** – Ready to report on January 14.
* **ISP 480 Academic Standing** – Subcommittee will be meeting next week.
 |
| **Present:**  Tory Blackwell, Lars Campbell, Patty DeTurk, Willie Fisher, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Berri Hsiao, Jeff McAlpine, Jen Miller, Leslie Ormandy, Tracey Pantano-Rumsey, Cynthia Risan, Josiah Smith (ASG Rep), Dru Urbassik, Cathy Warner, DW Wood**Absent**: Jennifer Anderson, Frank Corona, Melinda Nickas, Russ Pasewald, April Smith, Chris Sweet |

|  |  |  |  |
| --- | --- | --- | --- |
|  **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 |