**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: January 14, 2022 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agenda Topic** | **Facilitator** | | **Meeting Minutes** | | |
| **Welcome and Introductions** | Sue | |  | | |
| **College Council Feedback** | Sue | | **ISP 190 Academic Honestly** – Sue shared that ISP 190 went to College Council for the second read on November 19. Since the last College Council, the committee added recommended language suggesting that faculty and students discuss the concept and purpose of an honor pledge before implementation. No further feedback was received. Sue will be taking ISP 190 to the Presidents’ Council next. Beth asked why some ISPs go on to be presented at the Presidents’ Council and others don’t. Sue clarified that on occasion, with new ISPs and ones that have significant changes, it’s a good practice to make a pass-through to the Presidents’ Council. | | |
| **ARC Liaison Report** | Jennifer | | Jennifer reported that the ARC Committee spent time checking in on the events of the first week of the winter term. Many areas shared the progress of offering student services on campus as well as virtually. The committee discussed the progress that has been made as the college gets ready to implement ARC 404 Activating and Deactivating Student Accounts policy. Once implemented, it will eliminate some licensing and security issues for the college. Members of ARC, Dustin Bare and Kelly Love, shared a recent presentation to the Board of Education about their work with the guided pathways, the Title III Team, and the recent modifications to our advising practices. | | |
| **New Items** | Beth  Scot Pruyn  Jennifer &  Felicia Arce  Jennifer | | **ISP Review/Edit Process** – Beth reported that she continues to update the college web pages associated with the ISP policies and procedures. Before, the ISP policies and procedures could be found on the internal ISP committee web page. Now, faculty, staff, and students can locate all of the college’s policies and procedures for the ISP and ARC committees on the external web page, Instructional and Student Services Policies and Procedures. When we begin the ISP review process, Beth will forward the current Word version for your subcommittee to edit using track changes. When you submit the revised ISP, label it according to the updated version. Once the ISP is finalized, it will be reviewed at College Council and Presidents’ Council, if necessary. When it comes back to ISP, Beth will update the approval dates, and have them uploaded to the external web page. The web page can be found here: <https://www.clackamas.edu/about-us/accreditation-policies/policies-and-procedures>  **Discussion Around ISP 160 Course Outlines and Course Syllabus Information** – Scot Pruyn, the Curriculum Committee chair, join our meeting to discuss ISP 160 Course Outline and Course Syllabus Information. The Curriculum Committee is developing a new review process for General Education courses. For Gen Ed, in particular, all sections of the course must be aligned with these state standards. There are concerns because they have seen various interpretations of ISP 160 among departments for both course outlines and syllabi. Sue suggested that we move ISP 160 up to review and ask the Curriculum Committee for further input. Sharron serves on both the Curriculum and ISP committees, and she will lead the subcommittee with Leslie, Jackie, Dru, and Josiah. Scot said he could be available as a resource if needed. Remember to use the DEI Framework Application Tool developed by Tory and Jen.  **ARC/ISP 641 Service Animal Policy/Procedure** – Felicia Arce, Disability Resource Center Coordinator, joined us to share recent edits and suggestions to ARC-ISP 641. The purpose is to establish guidelines for services animals in programs, classrooms, or other campus areas. Jennifer reviewed the policy and procedure edits, and the committee provided input. Felicia is creating a bookmark to distribute to help answer common questions, such as the difference between service animals vs. emotional support animals and information related to the Disabilities Act (ADA) law. After some slight revisions, it will be ready for the first read at College Council.  **Posthumous Degree Discussion** – Jennifer shared that a few students passed away during the fall term. As this news was communicated to the department, a faculty member reported that one of their students had requested to receive a posthumous or an honorary degree. Currently, the college does not have a policy, so Jennifer brought this item here for discussion. Through research, it was found that other institutions have basic academic criteria that a college would review before potentially granting an honorary degree. Criteria included being officially enrolled, an active student enrolled the last four terms, having a cumulative GPS of 2.0 at the time of passing actively pursuing completion of a degree or certificate, and successfully completing at least 75% of the credits required to earn the degree or certificate. Sue asked if the committee was interested in moving forward to create a new ISP for a posthumous degree. Chris will lead the committee with assistance from Sarah, Jackie, and Jen. | | |
| **Old Items** | Jen  Chris  Dru | | **ISP 350 Credit Hour Policy Standard** – Jen shared that this ISP is based on the standards at the state level. Upon review, they Included clear language and examples to show that this credit hour policy applies, no matter how the course is delivered. The category of physical education was included. A table was added to reiterate the various equivalencies. Tory questioned if the language within the purpose should be changed to “*measure of total time commitment* ***anticipated”*** instead of using the word required. Sue suggested checking the federal definition because this is an accreditation issue and it ties to the way that the college gets reimbursed. This standard will come back for one last review once Jen double checks on the federal definition.  **ISP 391 Credit for Variable Credit Classes (formerly Variable Credit)** – This standard was brought back to have one last review to have Chris review additional language from the November meeting. The ISP was reviewed and approved to go to College Council for the first read.  **ISP 471/471A Courses Repeated for Additional Credit** – This standard came up on our review cycle. Dru presented the edits which cleared up the language. Both ISP 471/471A are ready to be presented for a first read at College Council. | | |
| **Review for Next Meeting** | Sue | | * **ISP 190 Academic Honesty** – Sue will take to Presidents’ Council for review. * **ISP Review/Edit Process** – Beth shared the ISP review/edit process. * **ISP 160 Course Outline and Syllabus Information** – Scot Pruyn brought forward issues from the Curriculum Committee. Sharon will lead a subcommittee with the help from Leslie, Jackie, Dru, and Josiah. Beth will forward the Word document and the DEI Framework Application Tool. * **ARC/ISP 641 Service Animal Policy/Procedure** – Reviewed and shared input for this standard. After updates, these documents will go to College Council for the first read. * **Posthumous Degree Discussion** – We have designated a small group to create an ISP. * **ISP 350 Credit Hour Policy Standard** – Jen will verify a couple items and bring back for a quick pass. * **ISP 391 Credit for Variable Credit Classes (formerly Variable Credit)** – Chris approved the additional language. Next stop will be a first read at College Council. * **ISP 471 & ISP 471A Courses Repeated for Additional Credit –** Ready for a first read at College Council. | | |
| **Present:**  Jennifer Anderson, Tory Blackwell, Lars Campbell, Frank Corona, Patty DeTurk, Willie Fisher, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jeff McAlpine, Jen Miller, Melinda Nickas, Leslie Ormandy, Tracey Pantano-Rumsey, Russ Pasewald, Cynthia Risan, April Smith, Chris Sweet, Dru Urbassik, Cathy Warner, DW Wood  **Guests**: Felicia Arce, Scot Pruyn, Sarah Steidl, Josiah Smith (ASG Representative)  **Absent**: Berri Hsiao | | | | | |
|  | | | | | |
| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| January 28;  February 11 & 25;  March 11 & 25;  April 8 & 22;  May 13 & 27 | | 8:00am | | 9:30am | https://clackamas.zoom.us/j/4107104682 |