**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: February 11, 2022 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **Agenda Topic** | **Facilitator** | | **Meeting Minutes** | | |
| **Welcome and Introductions** | Sue | |  | | |
| **College Council Feedback** | Sue | | **ISP 391 Credit for Variable Credit Classes (formerly Variable Credit)** – This standard was presented at College Council for the first read. No feedback was received.  **ISP 471 Courses Repeated for Additional Credit** – This standard was presented at College Council for the first read. No feedback was received. | | |
| **Presidents’ Council Feedback** | Sue | | **ISP 190 Academic Honestly** – Sue shared there were two items that Presidents’ Council (PC) brought forward. The first was if ISP had considered adding language to address students who may have multiple academic honesty violations across classes at the college. Sue wasn’t sure if it was appropriate, but she wanted to bring it back for discussion. Jennifer Anderson confirmed that the college is tracking students who cheat in multiple classes overtime. She shared that instructors can submit CARE referrals to track students who cheat in classes to alert further conduct sanctions. It was confirmed that ISP doesn’t have a procedure for this policy. Language has been included in the policy that speaks to a procedure. There was a general agreement to create a procedure for ISP-190, and Jennifer Anderson agreed to pull out the procedural language to create a procedure. ***Update as of February 14, Sue will take the lead on this task***. The second concern was that Standard 1, Item C, was not written with the similar method as the two preceding items. Item C needs to be rewritten using the viewpoint of the instructor, not the student. Sue volunteered to reword Item C. After seeking input from the committee, Sue stated that the committee should take the opportunity to create a procedure before we take it back to PC. Once the committee updates the policy language and creates the procedure, we may want to make another pass-through Faculty Senate and College Council before bringing ISP 190 back to PC. Sue will notify Kattie Riggs that ISP 190 Academic Honestly will not be coming back for a second read at PC until the committee has finished their work. The subcommittee will include Sharron and Russ to review the policy and create the procedure. | | |
| **ARC Liaison Report** | Jennifer | | ARC subcommittees shared a summary of their current work and their initiatives. The ARC Financial Resources & Supports Subcommittee are reviewing the current billing process for our students. Many of our students are confused by their bill versus financial aid and how financial aid pays their bill. At a recent meeting, the subcommittee welcomed a student to share what their bill and asked questions to get a student’s perspective. The subcommittee will continue to work with the goal to enhance and clarify the billing process and work to reformat the process to make it easier to understand. | | |
| **Old Items** | Tory/Jen  Jen | | **Study Away** – Tory recently took the Study Away policy to the Global Learning Committee (GLC) to seek input on the current draft. Essentially, we wanted to be sure that the GLC was satisfied with our language. The GLC had a couple of suggestions including to provide exceptions for established trips on the approval side for the domestic and single day trips, the VPs full title, and double checked that the college travel documents matched up. Other than that, the GLC didn’t have any other concerns. Study Away was given an official number, ISP 195/ISP 195P. This new policy will go to College Council on March 18 for the first read. Beth will take Tory’s draft and get it ready for College Council  **ISP 350 Credit Hour Policy Standard** – At our last meeting, Sue had suggested that Jen check the federal credit hour definition since concerns has been raised that the policy referred to students spending an excessive time on out-of-class work. Upon checking Jen discovered that both the federal and state policies don’t speak to maximums or excessive work. The language states only the amount of work in order to earn a credit at a minimum. It was agreed to pull the last paragraph out of the policy. Jen will make that change, and have it ready to present at College Council for the first read on March 18. | | |
| **Review for Next Meeting** | Sue | | * **ISP 391 Credit for Variable Credit Classes (formerly Variable Credit)** – This policy will return to College Council for the second read. * **ISP 471 & ISP 471A Courses Repeated for Additional Credit –** This policy will return to College Council for the second read. * **ISP 190 Academic Honesty** – Sue will lead the subcommittee will the assistance of Sharron and Russ to fix the language in Standard 1, Item C. and create a procedure for the policy. * **ISP 195 Study Away** – Beth will take Tory/Jen’s draft document and ready the new policy/procedure for the first read at College Council on March 18. * **ISP 350 Credit Hour Policy Standard** – Jen will delete the last paragraph to prepare the document for the first read at College Council on March 18. | | |
| **Present:**  Jennifer Anderson, Tory Blackwell, Lars Campbell, Frank Corona, Patty DeTurk, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Berry Hsiao, Jeff McAlpine, Jen Miller, Melinda Nickas, Leslie Ormandy, Tracey Pantano-Rumsey, Russ Pasewald, Cynthia Risan, April Smith, Dru Urbassik, Cathy Warner, DW Wood  **Guests**: Sarah Steidl, Josiah Smith (ASG Representative)  **Absent**: Willie Fisher, Jackie Flowers, Chris Sweet | | | | | |
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| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| February 25;  March 11 & 25;  April 8 & 22;  May 13 & 27 | | 8:00am | | 9:30am | https://clackamas.zoom.us/j/4107104682 |