**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: February 25, 2022 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **Agenda Topic** | **Facilitator** | | **Meeting Minutes** | | |
| **Welcome and Introductions** | Sue | | The ISP Committee website listed March 25 as an upcoming meeting. Due to the conflict with spring break, Beth will delete the meeting folder. | | |
| **College Council Feedback** | Sue | | **ISP 391 Credit for Variable Credit Classes (formerly Variable Credit)** – This standard was presented at College Council for the second read. No feedback was received. Beth will post the updated policy to our website.  **ISP 471 Courses Repeated for Additional Credit** – This standard was presented at College Council for the second read. No feedback was received. Beth will post the updated policy to our website. | | |
| **ARC Liaison Report** | Jennifer | | No update. | | |
| **New Item** | Sarah | | **ISP 373 College Level Examination Program** – Sarah was interested in updating the appendix to include additional CLEP opportunities (United States history, human growth and development, and college composition). Sarah wanted to share that she plans to reach out to those department chairs to see if they would consider adding additional exam topics to our appendix. After Sarah checks with the department chairs, she will come back to report her findings. The committee will review the policy language and the acceptance of credit as well as review the procedure. | | |
| **Old Items** | Sharron & Elizabeth Carney  Sue  Chris  Sue | | **ISP 160 Course Outline and Course Syllabus Information** – The committee was asked to review this policy to include additional language around general education courses that are designated for gen ed outcomes, so instructors will acknowledge and include it on the course outline and syllabi. Currently, the issue is how the language should read, specifically how prescriptive it should be because the subcommittee anticipates push back from faculty. Sharron shared proposed language that could be included into the policy to address the issue: *Courses designated for or meet general education, related instruction, or program learning outcomes must indicate and specify those outcomes in course syllabi*. Sharron asked Elizabeth Carney to join our ISP meeting because the work they do is around general education on the Curriculum Committee. Elizabeth shared her concerns about the outcomes and the criteria that are established at the state level to certify general education courses. Instructors have the freedom to design their courses to help students to meet the intended student learning outcomes, but the outcomes themselves are not negotiable. Elizabeth Carney recommended language to be included in the ISP that is specific for the course outline: *While individual faculty are free to design their own version of a course and to revise elements of a course (learning activities, assignments, assessment criteria, etc.) as needed, they will use the Student Learning Outcomes (SLOs) listed in the course outline to guide their choices.* This actually addresses the issue of aligning your course with the student learning outcomes whether the course is certified as general education or not. Sue suggested that the subcommittee first focus on the language that needs to be included on the course outline. Sharron will bring back the ISP with Elizabeth’s proposed language to a future ISP meeting. Sue suggested to review ISP 161 Course Creation, Edits, Inactivation, and Reactivation, to see if language should be added about the process to certify courses for related instruction or general education.  **ISP 190 Academic Honesty** – Sue wanted to revisit the discussion we had at our last meeting. At Presidents’ Council there were a couple of suggestions to update the language as well as an all-inclusive look of academic honesty through the care team system. Another update is the need to accept both a physical and a digital signature for the honesty pledge. Upon review, we discovered that there wasn’t a procedure for the policy. Jennifer Anderson said she would lead the subcommittee to create a procedure, but she later realized that she didn’t have the capacity to take on another project. Sue suggested and our committee agreed to move forward to update the policy, and take it back to Presidents’ Council for a second read. This item will stay on our working agenda to create a procedure to accompany the policy.  **ISP 480 Academic Standing** – Chris reviewed and discussed the changes that the subcommittee have suggested so far. He shared that the college runs a process every term that establishes a student’s academic standing. Chris explained this policy is in place to help our students. If a student is having trouble adjusting to college, we reach out to make them aware of college resources and academic advisors that are available to them, and create a plan of action, if needed. After a good discussion, Chris will take the suggestions back to the subcommittee and bring back a version to review spring term.  **Mid-Year Check in on Goals** – On hold for now. | | |
| **Review for Next Meeting** | Sue | | * **March 25** – Reminder that we will not meet on March 25. * **ISP 391 Credit for Variable Credit Classes (formerly Variable Credit)** **&** **ISP 471 & ISP 471A Courses Repeated for Additional Credit** – Beth will post the updated documents to our website. * **ISP 373 College Level Examination Program** – Sarah will connect with department chairs about adding more CLEP opportunities and review the policy and procedure documents with the committee. * **ISP 160 Course Outline and Course Syllabus Information** – Sharon and the subcommittee team will continue to review the course outline/gen ed discussion and exam the course approval process to see if that is part of the solution. * **ISP 190 Academic Honesty** – Sue will update the language from previous suggestions and bring back the policy to the Presidents’ Council for a second read. The committee will add will pull out the procedure language from the policy to create a separate procedure. We will add to our list of future items to create a procedure to go with the policy. * **ISP 480 Academic Standing** – Chris will continue his work to update the policy and will bring back an updated version. * **Mid-Year ISP Goals** – Bring back to our next meeting for discussion | | |
| **Present:**  Tory Blackwell, Lars Campbell, Patty DeTurk, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miller, Melinda Nickas, Leslie Ormandy, Tracey Pantano-Rumsey, Russ Pasewald, April Smith, Chris Sweet, Cathy Warner, DW Wood  **Guests**: Elizabeth Carney, Sarah Steidl, Josiah Smith (ASG Representative)  **Absent**: Jennifer Anderson, Frank Corona, Willie Fisher, Berri Hsiao, Jeff McAlpine, Cynthia Risan, Dru Urbassik | | | | | |
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| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| March 11;  April 8 & 22;  May 13 & 27 | | 8:00am | | 9:30am | https://clackamas.zoom.us/j/4107104682 |