**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: March 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 | |  | | |
| **President’s Council Feedback** | Sue | | **ISP 190 Academic Honesty** – Sue took the standard back to President’s Council for a second read. We had included updated language around the honor pledge. During this visit, President’s Council questioned if using the word “recommended” was strong enough in the last sentence of Standard 1, Item C, so they sent back the standard for us to reconsider. The committee decided modify the sentence to read, “*Faculty should discuss the concept and purpose of an honor pledge with students prior to implementation*.” Leslie inquired if there would be recommended language or methods of approach on how to discuss the topic of an honor pledge with students. Sue shared that would be future item to include within the procedure that still needs to be created. Sue will forward our finalized version back to share at President’s Council. | | |
| **ARC Liaison Report** | Jennifer | | Currently, one of the ARC subcommittees did a deep dive to help understand some of the data they are reviewing on the college’s onboarding systems such as Self Service and Navigate. The data shows that our students are having a hard time accessing or knowing when to access the correct system. How do we support our students and help them understand new college systems? Their goals for this year are to start addressing the gaps. Jennifer shared that another institution created a video that highlighted the different college systems and included information how to access and why. The subcommittee will continue to find solutions, such as this example, to help guide students through various college systems. | | |
| **Old Items** | Sue | | **Mid-Year Check in on Goals** – Sue reviewed committee’s goals and the current progress.  **Finish the current work in process as well as the standards listed on the five-year review cycle**. We have many assigned standards in review. Realistically, we won’t be able to get through all of ones listed for this review cycle. We are making good progress.  **Continue to review our norms and use the DEI Framework as we review our standards**. Sue suggested that we review our norms at our first spring term meeting to make sure we are on target. The DEI Framework application tool that Tory and Jen developed for ISP has been helpful to review our work.  **Keep the ISP/ARC website up to date.** Beth reported that she is working to keep the website current. The turnaround when requesting to upload documents has been swift.  **Ask Marketing to provide use how many visit our ISP/ARC website**. Sue shared that this item had been on her list, so she asked Beth to follow up with Marketing.  **Notify faculty at the beginning of each term of important ISP/ARC standards/procedures and updates to our policies via email - Just-in-Time/Calendaring.** Chris Sweet has been a champion keeping the college aware of important reminders via email. Other ideas presented: Send the website link out annually to all faculty and staff as a reminder of the current college standards and procedures and the location. Tory suggested a master document that could live on the website that points to some of the important ISPs as a resource to learn the starting point or the first step to understanding who you start with or initiate a conversation. This could be a helpful tool to help people know where this information is located and give people some context. DW shared a document, Best Practices and Resources for Online Learning. Another idea could be to add an ISP section into this document, which all faculty can access. Sue will reach out to Katrina Boone to explore the possibilities. Tory and Russ will work to create a master document to help enlighten those who aren’t aware of college policies and procedures. | | |
| **Review for Next Meeting** | Sue | | * **ISP 160 Course Outline and Course Syllabus Information** – Sharon and the subcommittee team will continue to review the course outline/gen ed discussion and come back April 8. * **ISP 190 Academic Honesty** – Sue will forward the final version to President’s Council. Next, a procedure will be created to accompany the standard. * **ISP 195 Study Away** – Will go to the next College Council – first read. * **ISP 350 Credit Hour Policy Standard** – Will go to the next College Council – first read. * **ISP 373 College Level Examination Program** – Sarah will be ready to present on April 8. * **ISP 480 Academic Standing** – Chris will continue his work to update the policy and will bring back an updated version on April 22. * **ISP/ARC Website** – Beth will check with Marketing to inquire about website activity. * **Remaining ISPs Up for Review** – Sue will work with the committee to assign the remaining standards. | | |
| **Present:**  Jennifer Anderson, Tory Blackwell, Frank Corona, Patty DeTurk, Willie Fisher, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Berri Hsiao, Jeff McAlpine, Jen Miller, Melinda Nickas, Leslie Ormandy, Russ Pasewald, Cynthia Risan, April Smith, Chris Sweet, Dru Urbassik, Cathy Warner, DW Wood  **Guests**: Sarah Steidl  **Absent**: Lars Campbell, Jackie Flowers, Tracey Pantano-Rumsey, Josiah Smith (ASG Representative) | | | | | |
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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 |