**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: April 8, 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 195/195P Study Away** – This new standard and policy was presented at College Council for the first read. No feedback was received. Both will come back to the next College Council for the second read.  **ISP 350 Credit Hour** – This standard was presented at College Council for the first read. No feedback was received. It will come back to the next College Council for the second read. | | |
| **ARC Liaison Report** | Jennifer | | Kelly Love joined the Access and Retention Committee (ARC) meeting to share data on outcomes associated with the First-Year Experience (FYE) program. The data shows that students who attend FYE are more successful in completing or retaining their coursework. The ARC subcommittee gave an overview of their work, and we helped prioritize ten different ideas they had for various ways to help remove barriers for students related to retention and completion. Ashley Sears from Institutional Research gave an update on a new project related to the Data Integrity Committee (DIG) committee. | | |
| **Old Items** | Sharron  Sarah  Sue | | **ISP 160/160A Course Outlines and Course Syllabus Information**  **ISP 161 Course Creation, Edits, Inactivation, and Reactivation** – Previously, we were joined by members of the Curriculum Committee who are working to develop a new review process for general education courses. The committee has concerns because they have seen various interpretations of ISP 160 among departments for both course outlines and syllabi. Sharon’s subcommittee reviewed ISP 160, but after discussion, they decided to add language to ISP 161 to see if this would serve the purpose of the Curriculum Committee. The suggested language was added right before the last item included in the standard stating: *The Curriculum Committee will approve the general education designation of courses based on whether the course meets the CCWD and/or accreditation criteria for effective general education courses. As part of the process, the gen ed course certification will indicate how the course’s student learning outcomes align with the general education student learning outcomes.* Sharon shared that there doesn’t seem to be enough consistency across the college as how people are creating their syllabus and some are not listing student learning outcomes. If this was found during an accreditation visit, the team could find us ‘non-compliant’ since it’s a requirement. Leslie Ormandy asked how associate faculty are informed of these requirements. Sue shared that this is an ongoing college-wide conversation that needs to happen with departments, and it’s not the purview of our committee. Tory suggested to spell out general education, and Beth volunteered to make that change the suggested language of ISP 161. Dru volunteered to take this version of ISP 161 to the Curriculum Committee for their review.  **ISP 373 College Level Examination Program** – Sarah brought this ISP forward in order to update the table. When reviewing the standard, Sarah and Tracy found that some additional language would be helpful since some programs may not accept this kind of credit. The updated language after committee discussion read: *CLEP credit may not be applicable to all the programs and/or pre-requisites.* Sarah shared the updated CLEP table edits. It was suggested to take the opportunity to review our other non-traditional college credit options as a package, update them with the new language, and present to College Council. Before a first read at College Council, Beth will work with Sarah to update all four standards: *ISP 371 Advanced Placement (AP), ISP 372 International Baccalaureate (IB), ISP 373 College Level Examination Program (CLEP), and ISP 374 DANTES Subject Standardized Tests (DSST)*. A procedure for ISP 373 exists, but it was found in need of an update. Sarah and Chris will work to update ISP 373P.  **ISP Meeting Norms** - We reviewed and reminded ourselves of the current committee norms. | | |
| **New Items** |  | | **Assign the outstanding standards from 2016** – We will continue the goal of maintaining currency with the five-year review of ISPs. Sue suggested that the committee take the remaining three standards from 2016 and see if they can be reviewed and finalized before the end of the spring term.  **ISP 461/ISP 461P Registration and Transcript Restrictions** – Chris will take on this assignment with the assistance of Patty.  **ISP 470 Course Substitution or Waiver** – Sarah will take the lead and the subcommittee will consist of Tracey, Sue, and help from Cynthia, if needed.  **ISP 180 Continuing Education Units (CEUs)** – Dru will work on reviewing with help from Willie and Russ. | | |
| **Review for Next Meeting** | Sue | | * **ISP 161 Course Creation, Edits, Inactivation, and Reactivation** – Dru will present this revised standard at the next Curriculum Committee meeting. * **ISP 195 Study Away** – Will go to the next College Council – second read. * **ISP 350 Credit Hour Policy Standard** – Will go to the next College Council – second read. * **ISP 373 College Level Examination Program** – ISP 373 will go to College Council along with ISP 371, ISP 372, and ISP 374 for the first read. * **ISP 461/ISP 461P Registration and Transcript Restrictions** – Chris and Patty. * **ISP 470 Course Substitution or Waiver** – Sarah, Tracey, and Sue * **ISP 180 Continuing Education Units (CEUs)** – Dru, Willie, and Russ | | |
| **Present:**  Jennifer Anderson, Tory Blackwell, Frank Corona, Patty DeTurk, Willie Fisher, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Berri Hsiao, Jen Miller, Melinda Nickas, Leslie Ormandy, Tracey Pantano-Rumsey, Russ Pasewald, Cynthia Risan, April Smith, Chris Sweet, Dru Urbassik, Cathy Warner, DW Wood  **Guests**: Josiah Smith (ASG Representative), Sarah Steidl  **Absent**: Lars Campbell, Jackie Flowers, Jeff McAlpine | | | | | |
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| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| April 22;  May 13 & 27 | | 8:00am | | 9:30am | https://clackamas.zoom.us/j/4107104682 |