**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: April 22, 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 came back to College Council for the second read. Nora Brodnicki asked about the location for CCC’s travel forms. No additional feedback was received. Sue and Beth will follow up on the forms. These documents are ready to be reviewed at the next Presidents’ Council. **ISP 350 Credit Hour** – This standard came back to College Council for the second read. No feedback was received. ISP 350 is ready to be reviewed at the next Presidents’ Council. **ISP 371 Advanced Placement (AP)**, **ISP 372 International Baccalaureate (IB)**, **ISP 373 College Level Examination Program (CLEP)**, **ISP 374 DANTES Subject Standardized Tests (DSST)** – All four of these non-traditional college credit options came to College Council as a package for the first read. No feedback received. The policies will return for a second read at the next College Council.  |
| **ARC Liaison Report** | Jennifer | At the next ARC Committee meeting they will do a deep dive on the Strategic Enrollment Management (SEM) plan. Each of the ARC subcommittees have set goals and aligned with the strategic priorities and guided pathways. The SEM plan is a five-year plan that will provide direction for the college and help inform what services and programs we should be providing. |
| **Old Items** | Chris | **ISP 480 Academic Standing** – Previously, Chris brought this ISP and the committee provided input and had questions about the process. Chris added information under the purpose to clarify why the college establishes academic standing. Chris worked with his subcommittee to try to soften some of the labels that are assigned to students throughout this policy. They came back with the suggestion to use the word ‘*warning’* rather than ‘*probation’* within Standard 2 and clarified the steps a student needs to follow to petition for reinstatement. Chris realized during the review process that a procedure will need to be created. The committee agreed that this standard was ready for the first read at College Council when Chris Sweet and Dustin Bare are available to answer questions.**ISP 161 Course Creation, Edits, Inactivation, and Reactivation** – Previously, Sharron’s subcommittee brought forward language to include into the ISP 161 standard. Dru took the recommendations back to the Curriculum Committee, and she shared that they were in support of the additional general education language. The Curriculum Committee requested to add in related instruction language because related instruction has a separate certification and review process like general education does. Dru asked if a separate general education ISP was needed. Sue shared that ISP Committee used to have one but it was basically a manual, so it was eliminated. Dru shared that some of that information is included now in the Curriculum Committee Outline Handbook and is part of the course outline process. Dru and Sue included clarifying language to speak to related instruction within Standard H. Dru suggested to take the new revisions back to the Curriculum Committee to review at their next meeting in May. Dru then brought up **ISP 181 Related Instruction** for us to review. Sarah pointed out that the Associate of General Studies (AGS) no longer requires related instruction and will need to be updated at some point. Dru will take back both ISP 161 and ISP 181 to the Curriculum Committee, so they can review both standards together. Dru thought it would be helpful to share how the general education standard looked like and why it no longer exists. The subcommittee will continue work with the Curriculum Committee, so these standards may not be ready to go to College Council this year. **ISP 180 Continuing Education Units (CEUs)** – The subcommittee made some edits to make ISP 180 current, which lead to some renumbering within the standard. The conversation continued around CEUs not counting towards college credit, but can be assembled into Credit for Prior Learning (CPL) credits using the CPL process. Dru then shared **ISP 360 Credit for Prior Learning (CPL)** and noted that Standard 2 should be deleted. At this point, we will take the edited version of ISP 180 to College Council for a first read, and add ISP 360 to this list of standards up for the five-year review. Tory noted that there is a need to create a procedure to go with this standard as the current version of ISP 360 includes procedural language. The ISP 360 subcommittee was formed to include Dru, Willie, Cynthia, Chris, and Sarah.  |
|  | Dru |
| **Review for Next Meeting** | Sue | * **ISP 195 Study Away** – Cynthia will take the policy and procedure to Presidents’ Council for review. Sue and Beth will gather the associated travel forms.
* **ISP 350 Credit Hour** – Cynthia will take ISP 350 to Presidents’ Council for review.
* **ISP 373 College Level Examination Program** – ISP 373 will go to College Council along with ISP 371, ISP 372, and ISP 374 for the second read.
* **ISP 480 Academic Standing** – Ready to go to College Council for the first read. Next, create a procedure to accompany the policy.
* **ISP 161 Course Creation, Edits, Inactivation, and Reactivation** – Dru will take both ISP 161 and **ISP 181 Related Instruction** back to the Curriculum Committee and will have further discussion about their suggestion of recreating a general education ISP.
* **ISP 180 Continuing Education Units (CEUs)** – Ready to go to College Council for the first read.
* **ISP 360 Credit for Prior Learning (CPL)** – We have formed a new subcommittee to do a full review that will include the creation of a procedure.
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| **Present:**  Jennifer Anderson, Tory Blackwell, Lars Campbell, Patty DeTurk, Willie Fisher, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jeff McAlpine, Jen Miller, Melinda Nickas, Leslie Ormandy, Tracey Pantano-Rumsey, Cynthia Risan, April Smith, Chris Sweet, Dru Urbassik, Cathy Warner, DW Wood**Guests**: Josiah Smith (ASG Representative), Sarah Steidl**Absent**: Frank Corona, Jackie Flowers, Berri Hsiao, Russ Pasewald |
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|  **Upcoming Meeting Dates** | **Start Time** | **End time** |  **Location**  |
| May 13 & 27 | 8:00am | 9:30am | https://clackamas.zoom.us/j/4107104682 |