**INSTRUCTIONAL STANDARDS & PROCEDURES MEETING AGENDA**

**Date**: October 14, 2022 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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|  **COMMITMENTS** |
|  **Date** |  **Who** |  **What** | **Committed To** | **When** |
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|  **­ TOPIC/ITEM** | **Facilitator** | **Time** | **Key Points Provide 50 words or less on expected outcome** |
| **Welcome and Introductions** | Sue | 5 min |  |
| **ARC Liaison Report** | Jennifer A/Chris | 5 min | Update |
| **ISP Orientation** | Sue | 10 min | ISP Committee Charter2022-23 Membership2022-23 GoalsDEI FrameworkNorms |
| **College Council Feedback**(June 3, 2022) | Sue | 5 min | ISP 161 Course Creation Edits Inactivation and Reactivation – 2nd Read |
| **Presidents’ Council Feedback**(June 7, 2022) | Sue | 5 min | ISP 161 Course Creation Edits Inactivation and ReactivationISP 180 Continuing Education Units (CEUs)ISP 371/372/373/374 (AP/IB/CLEP/DSST) |
| **Old Items** | SarahChrisSue | 30 min | ISP 470/470P Course Substitution or WaiverISP 480 Academic StandingISP 150 Online CoursesISP 181 Related InstructionISP 190P Academic HonestyISP 195/195P Study AwayISP 460 Underage Enrollment – Students Under 18ISP 461 Registration and Transcript RestrictionsPosthumous DegreeISP Summary Document |

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| **New Items** | Sue | 15 min | Fast Track 3 ISPs – 7 Year Accreditation:  •ISP 290 Education Progress •ISP 360 Credit for Prior Learning •ISP 480 Academic StandingInstructional and Student Services Policies and Procedures ReportStandards to Be Reviewed – Every Five Years |

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|  **FUTURE AGENDA ITEMS FOR MEETINGS--Committee’s Standards Review From Past Years With Progress Status:** |
| **Topic/Item** | **Facilitator** | **Key Points Provide 50 words or less on expected outcome** | **Report Back Date** |
| ISP 150 Online Courses | Tory/Dru/Sue/Sharron/Russ/Leslie | In spring 2022, a request was forwarded to the committee to create a new ISP on the college’s current instructional modalities. First, we will begin the conversation to review the current language of ISP 150.  | Fall Term |
| ISP 161 Course Creation, Edits, Inactivation, and Reactivation | Sharron/Leslie/Jackie/Dru/Josiah/Scot Pruyn  | The policy was presented at College Council for the second read on June 3, no feedback received. Forwarded to the June 7 Presidents’ Council, no feedback received. This policy will come back to the committee prior to posting on our webpage.  | Oct. 14 |
| ISP 180 Continuing Education Units (CEUs) | Dru/Willie/Russ | The policy was presented at Presidents’ Council on June 7, no feedback received. This policy will come back to the committee prior to posting on our webpage.  | Oct. 14 |
| ISP 181 Related Instruction | Dru/Lars/Melinda/Sue | The continued conversation with the Curriculum Committee around ISP 161 initiated a review for ISP 181. In addition, the Curriculum Committee brought up the question or recreating an ISP for general education, which is yet to be determined.  | Fall Term |
| ISP 190P Academic Honesty | Sue/Jen/Sharon/Russ | The subcommittee will pull out the procedure language from the policy to create a procedure.  | TBD |
| ISP 195/ISP 195P Study Away | Tory/Sue/Beth | Verify and update the process language, confirm the point of contact, and the college standardized forms that must be submitted prior to travel. Once finalized, bring back to ISP for review prior to College Council.  | Fall Term  |
| ISP 371 (AP); ISP 372 (IB); ISP 373 (CLEP); ISP 374 (DSST) | Sarah | These policies were presented at Presidents’ Council on June 7, no feedback received. They will come back to the committee prior to posting on our webpage. | Oct. 14 |
| ISP 460 Underage Enrollment - Students Under 18 | Chris and Jennifer | Review policy and procedure. College needs technological way to enforce this policy. Chris will take lead with Jennifer’s assistance. | TBD |
| ISP 461 Registration and Transcript Restrictions | Chris/Patty | Review and update the policy. | TBD |
| ISP 470/470P Course Substitution or Waiver | Sarah/Tracy/Sue | Follow up with Sarah if she is ready to present feedback from summer discussions with Advising.  | TBD |
| ISP 480 Academic Standing | Chris/Dustin Bare/ Tracy/Jackie/Josiah | With Chris present, Sue will share feedback again from the second read from College Council. Third read will need to be scheduled after further review. | Oct. 28 |
| Posthumous Degree | Jennifer/Chris/Sarah/Jackie | The committee will create a new ISP.  | TBD |
| ISP Goals – Notifing Faculty | Sue/Beth Beth | Beth started to compile information into the quick reference guide. The committee plans to include it as part of the ISP review process and once completed, will live on the ISP webpage. As we continue to develop our communication plan, the guide could be a resource to share with college community. Beth sent out an email to remind all staff where to find the ISP/ARC policies and procedures. | Ongoing |
|  **Upcoming Meeting Date** | **Start Time** | **End time** |  **Location**  |
| October 28December 9January 13 & 27February 10 & 24March 10 & 24April 14 & 28May 12 & 26June 9 | 8:00am | 9:30am | https://clackamas.zoom.us/j/4107104682 |

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|  **MEMBERS** | Jennifer Anderson, Tory Blackwell, Armetta Burney, Lars Campbell, Ryan Davis, Patty DeTurk, Taylor Donnelly, Willie Fisher, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jason Kovac, Jen Miller, Melinda Nickas, Leslie Ormandy, Tracy Pantano-Rumsey, David Plotkin, Sarah Steidl, Chris Sweet, Dru Urbassik, Cathy Warner, DW Wood, ASG representative |

*Remaining Standards—in approval date order 2016 -2017:*

Aug. 3, 2016 ISP 480 Academic Standing

Oct. 14, 2016 ISP 460 Underage Enrollment – Students Under 18

Oct. 14, 2016 ISP 461 Registration and Transcript Restrictions

Oc.t 14, 2016 ISP 470 Course Substitution or Waiver

Oct. 28, 2016 ISP 180 Continuing Education Units (CEUs)

Feb. 14, 2017 ISP 370 Advanced College Credit (ACC)

May 12, 2017 ISP 290 Educational Progress

Feb. 9, 2018 ISP 260 Placement Assessment

April 13, 2018 ISP 160 Course Outline & Syllabus Information

April 13, 2018 ISP 360 Credit for Prior Learning (CPL)

April 27, 2018 ISP 472 Repeat of Courses for GPA Recalculation

May 10, 2018 ISP 164 Class Cancellation Guidelines

May 25, 2018 ISP 390 Work-Based Learning (Cooperative Work Experience)

Sept. 28, 2018 ISP 261 Math Placement Information in Career Technical Degrees \*Updated by Career Tech Team

Oct. 12, 2018 ISP 491 Residency Requirement for Graduation

Oct. 19, 2018 ISP 150 Online Courses

Feb. 8, 2019 ISP 371 Advanced Placement

Feb. 8, 2019 ISP 372 International Baccalaureate

March 8, 2019 ISP 181 Related Instruction

May 10, 2019 ISP 270 Testing Center Procedures for Faculty Assigning Exams

May 10, 2019 ISP 380 Acceptance of Credit

May 10, 2019 ISP 392 Contractual Relationships with Organizations Not Regionally Accredited

Oct. 25, 2019 ISP 373 College Level Examination Program (CLEP)