**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: May 27, 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 161** **Course Creation Edits Inactivation and Reactivation** – The standard was presented at College Council for the first read. No feedback was received. It will go back to the next College Council for the second read.**ISP 180 Continuing Education Units (CEUs)** – The standard was presented at College Council for the second read. No feedback was received. ISP 180 is ready to be reviewed at the next Presidents’ Council. **ISP 480 Academic Standing** – The standard was presented at College Council for the second read. There was a continued concern around the language of continuous enrollment. The standard was reviewed and came back with some potential new language. There was an email discussion where Chris had mentioned the possibility of a new policy for academic forgiveness. This policy needs additional processing, but Sue didn’t want to proceed until Chris was part of the conversation. Sue suggested that we continue this discussion in the fall. Maybe the committee will package ISP 480 with a new academic forgiveness policy because they may end up referencing each other. |
| **Old Items** |  | **ISP 371P Advanced Placement (AP); ISP 372P International Baccalaureate (IB); ISP 373P College Level Examination Program (CLEP); ISP 374P DANTES Subject Standardized Tests (DSST)** – These policies went to College Council and upon review we realized that not all of them had procedures. Sarah ensured that we now had a procedure for each. We reviewed and updated some language to be consistent. The procedures are ready to be posted. **ISP 470/470P Course Substitution or Waiver** *–* Sarah reviewed the updates to the policy. She confirmed with Dustin Bare that waiver should be excluded from language in Standard 3 of ISP 470. Sarah shared what if the substitution/waiver form went to the advisor of the program prior to the department chair. This wouldn’t be for approval because only the department chair/director and the dean can make that decision, but it would verify the program currently listed on the student’s record and the catalog year they are following to complete their degree. This would ensure that the student is on the right track. Sarah is hoping to get feedback from the advisors over the summer to share with us in the fall. Until this point, there has not been a procedure for this policy. Sarah shared her first attempt at ISP 470P to capture how these requests are processed. She plans to add directions to help guide students to fill out the form. Sue suggested that this policy be presented at the Department Chairs and Directors meeting to clarify language, the process, and to explain the importance of forwarding course substitution and waivers are not approved to provide a record for future reference. As we are at the end of spring term, Sue suggested that we bring back both ISP 470 and ISP 470P for a final review with our committee before it goes to College Council. Once Sarah finalizes her workflow, she will finalize ISP 470P, and bring it back for review and approval.  |
| **New Items** | Sue  | **2022-2023 ISP Membership** – We reviewed membership to see where we will have gaps. Beth forwarded the results to Sue, so she can follow up to secure additional committee representation. |
| **Review for Next Meeting** | Sue | * **ISP 161 Course Creation, Edits, Inactivation, and Reactivation** – This standard is ready for the second read at College Council.
* **ISP 180** **Continuing Education Units (CEUs)** – This standard can go to Presidents’ Council for review.
* **ISP 480 Academic Standing** – Additional committee review needed with Chris Sweet in the fall term. The committee might want to package it with a new academic forgiveness policy.
* **ISP 371P Advanced Placement (AP)**, **ISP 372P International Baccalaureate (IB)**, **ISP 373P College Level Examination Program (CLEP)**, **ISP 374P DANTES Subject Standardized Tests (DSST)** – Beth will follow up to ensure that the language is consistent. Next, post these procedures to our ISP website.
* **ISP 470/470P Course Substitution or Waiver** – This policy and procedure will be brought back in the fall for a final review.
* **2022-2023 ISP Membership** – Sue will follow up to fill available committee representation.
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| **Present:**  Jennifer Anderson, Tory Blackwell, Lars Campbell, Frank Corona, Patty DeTurk, Willie Fisher, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jeff McAlpine, Melinda Nickas, Leslie Ormandy, Russ Pasewald, David Plotkin, Cynthia Risan, April Smith, Chris Sweet, Dru Urbassik, Cathy Warner**Guests**: Josiah Smith (ASG Representative), Sarah Steidl**Absent**: Jackie Flowers, Berri Hsiao, Jen Miller, Tracy Pantano-Rumsey, DW Wood |
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|  **Upcoming Meeting Dates** | **Start Time** | **End time** |  **Location**  |
| October 14, 2022 | 8:00am | 9:30am | https://clackamas.zoom.us/j/4107104682 |