**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

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

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| **Agenda Topic** | **Facilitator** | | **Meeting Minutes** | | |
| **Welcome and Introductions** | Sue | |  | | |
| **ARC Liaison Report** | Jennifer A. | | Jennifer shared that the Access, Retention and Completion (ARC) Committee focuses on student-facing policies and work to identify and remove barriers for students to access the institution as well as retain current students. At their last meeting, the committee reoriented their service to their mission and the individual roles of the committee. Tara Sprehe joined the meeting to review the current draft of the Strategic Enrollment Management (SEM) Plan. | | |
| **ISP Orientation**  **Committee Charter**  **Membership**  **Goals** | Sue | | Sue shared what the Instructional Standards and Procedures (ISP) Committee does to supports the development and delivery of instruction at CCC. The membership of this faculty-majority group has representation from the institutional and service divisions across the college. The committee maintains the standards (also referred to as policies) and procedures that apply to instructional matters, which are reviewed on a five-year cycle or as needed with the help of subcommittees. Once the standard has been reviewed and updated, it goes to College Council for review and to gather feedback. Once the committee has completed revisions, the policy goes to Presidents’ Council for review. After review by Presidents’ Council, the policy comes back to the committee, it is adopted, and uploaded to the committee webpage. Sue reviewed the goals, which are similar from year to year, and many are ongoing as we strive for continuous improvement. The committee was successful in meeting our goals last year. Sue stressed that an immediate goal to add for the coming year is to assist the college in preparing for the Year Seven Accreditation in the spring. The committee will promptly review three standards**: ISP 290 Educational Process, ISP 360 Credit for Prior Learning, and ISP 480 Academic Standing**. At our next meeting, we will review our norms of operation and ask Tory and Jen M. to review the DEI Framework that has been set in place to review our policies and procedures. | | |
| **College Council Feedback** | Sue | | **ISP 161 Course Creation Edits Inactivation** – The standard was presented at College Council for the second read on June 3. No feedback received. Next stop is Presidents’ Council. | | |
| **Presidents’ Council Feedback** | Sue | | On June 7, these six policies were reviewed at Presidents’ Council. There was no additional feedback received. The policies are ready to be posted to our webpage.  **ISP 161** **Course Creation Edits Inactivation**  **ISP 180 Continuing Education Units (CEUs)**  **ISP 371 Advanced Placement (AP)**  **ISP 372 International Baccalaureate (IB)**  **ISP 373 College Level Examination Program (CLEP)**  **ISP 374 DANTES Subject Standardized Tests (DSST)** | | |
| **Old Items** | Sarah  Chris  Sue | | **ISP 470/470P Course Substitution or Waiver** *–* Sarah needs to gather feedback for the policy and continue work on the procedure with the subcommittee. She will bring back both at an upcoming meeting.  **ISP 480 Academic Standing** – At the second read at College Council, there was concern around the language of consecutive enrollment and how that is articulated to students. To clarify, Chris included an asterisk to Standard 2 b and c. Towards the bottom of the policy, he inserted the language to clarify the term consecutive. Upon review, the committee suggested to slightly revise the beginning of the second sentence: “Additionally, the terms may not necessarily fall within the same academic year.” Sarah was concerned with listing program codes within the purpose statement as they change from year to year. Sarah suggested to add ‘credit seeking or credit bearing courses’ for clarification. Tracy asked if the college had a student come back five years later if they would be on the same standing as they were when they left? Chris shared that Dustin Bare proposed the idea of a new academic forgiveness policy, but it would be separate from this policy. If Dustin created such a policy, it could be referenced in ISP 480. Chris reiterated that he doesn’t plan to implement ISP 480 until the summer of 2023. Chris will make the necessary updates and schedule to present at the next College Council for a third read.  **ISP 150 Online Courses** – In spring 2022, it was questioned if we should reference the different types of instructional modalities in the existing ISP 150 policy or create a new policy. This inquiry came at the end of the year, and the subcommittee did not have the time to begin any review. We agreed that this is something the committee needs to review, and Dru will take on the role as lead. Note: Possibly reference to ISP 350 Credit Hour Policy.  **ISP 181 Related Instruction** – This policy was mentioned last year as we were reviewing some of the other ISPs related to curriculum work. It was asked if we should have an ISP for general education if we have an ISP for related instruction. The item was held over from last year for fall review. With Dru’s connection to the Curriculum Committee, she requested to lead the subcommittee. She will send out a message to the group to get this review started.  **ISP 190P Academic Honesty** – With the policy updated and posted, we need to work to create a procedure. As this procedure it created, Taylor reminded us to consider the need to maintain respect for instructor judgment and discretion, to which Sue agreed. The subcommittee includes Taylor (lead), Leslie, Jennifer, Jen, Patty, DW, and Sharron.  **ISP 195/195P Study Away** – Additional work to be done on the policy and procedure before a final review at College Council. Tory and Beth will review the documents to confirm the information and the location where the college standardized forms will live. Tory suggested creating an appendix to link the forms to the Global Learning Committee site as a possibility.  **ISP 460 Underage Enrollment – Students Under 18** – Jennifer shared that the existing policy was outdated, so they needed to start from scratch. During the summer, Jennifer reached out to Nicole Sims, the new Director for the Office of Education Partnerships, and worked the policy language. Jennifer Andersen will continue her review and update us at a future meeting.  **ISP 461 Registration and Transcript Restrictions** – Chris shared that he wants CCC to become an institution that doesn't hold up transcripts for students who owe a debt to the college. There has been a national trend to stop this practice. Chris is planning to work with the business office to convince them to discontinue this method to collect the debt. Chris shared he will work to schedule Patty in those conversations. This could take Chris some time before he is ready to present their work.  **Posthumous Degree** – Last year it was brought to our attention that we did not have a college policy where a degree can be awarded to a student after their death prior to completing all of the degree requirements. We will continue to keep this item on our list and will follow up when time allows.  **ISP Summary Document** – Last year Tory and Russ created the start to an Instructional and Student Services Policies and Procedures Quick Reference Guide. Once complete, it will become a living document with hyperlinks that provides information that faculty and staff can find useful when referring to an ISP. Beth started to add information to the table late in the summer and will continue to work through the year. | | |
| **New Items** | Sue | | **Fast Track Three ISPs – Year 7 Accreditation Visit** – The college is preparing for the upcoming Year Seven Accreditation Visit in April of 2023. As the college prepares, it was determined that there are three ISPs that need to be current as part of this process. David Plotkin shared that the Self-Study is due in February, and it would be great if they were complete in time for the Self-Study. If necessary, but we can report that they are in process. Due to the fact that we only have two more meetings during fall term, we need to fast track our work in order to be ready.  **ISP 290 Educational Progress** – Jennifer shared that this policy is for students who are not making academic progress, we need to know how to help support them. David suggested to check in with Jason to see what the specific concerns were during our last accreditation visit. Sue suggested that we form a subcommittee to start review, and we check in with Jason to share our progress as we work towards the Self-Study deadline. Melinda will lead with the assistance of Jennifer and Tracy.  **ISP 360 Credit for Prior Learning (CPL)** – Chris shared that the college recently was awarded a $100,000 grant through Future Ready Oregon from the Higher Education Coordinating Commission (HECC). The focus is to assess our current CPL practices and policies and improve them. David shared that it would be important to mention within the Self-Study that we received the grant and the college is working to make improvements. Sue suggested that Chris reach out to Jason Kovac to ask him to include in the Self-Study that the college received the grant. It might possible to hold off on updating ISP 360 until we review any recommendations that come forward from the CPL review.  **ISP 480 Academic Standing**. Chris will be presenting this policy for a third read at College Council at the next meeting. This policy is close to being finalized.  **Instructional and Student Services Policies and Procedures Report** – Last year there was a request to get analytics from our website. Jordan Taylor from Public Affairs has done some initial work. Jordan provided Sue and Beth the recent activity, and you can actually see the report spike around the time when Chris and Beth sent out ISP emails. Currently, the report doesn’t detail the particular ISP that was accessed, but he continues to work to identify the individual downloads. In the future, Jordan will join a meeting to show the committee his progress.  **Standards to be Reviewed – Every Five Years** – Sue reported that we are making good progress. Currently, we are working on many standards. As we continue our work, we will go back and add the ISPs that need to be reviewed from 2018. | | |
| **Review for Next Meeting** | Sue | | * Beth will post the following updated ISPs to the webpage:   **ISP 161 Course Creation Edits Inactivation**  **ISP 180 Continuing Education Units (CEUs);**  **ISP 371 Advanced Placement (AP)**  **ISP 372 International Baccalaureate (IB)**  **ISP 373 College Level Examination Program (CLEP)**  **ISP 374 DANTES Subject Standardized Tests (DSST)**  **• ISP Norms & DEI Framework**: At our next meeting on October 28, Sue will review the current norms and Tory and Jen M. will review the DEI framework that the committee set in place to review our policies and procedures.   * **ISP 470/470P Course Substitution or Waiver** – Sarah will follow up to finalize the work to update the policy and procedure and bring them back when ready. * **ISP 480 Academic Standing** – Chris will make suggested updates from our meeting. Once complete, the policy will be ready to go back to College Council for a third read. * **ISP 150 Online Courses** – Dru will become the subcommittee’s lead and begin the review. * **ISP 181 Related Instruction** – With Dru taking lead with the subcommittee, she will message the group to start review. * **ISP 190P Academic Honesty** – Taylor take the lead with the subcommittee to create a procedure to go with the newly created policy. * **ISP 195/195P Study Away** – Tory and Beth will review the policy and procedure to confirm information. They will consider if an appendix needs to be created to link the forms, so the standardized forms are in the best location. * **ISP 460 Underage Enrollment – Students Under 18** – Jennifer worked over the summer and present the policy and procedure at an upcoming meeting. * **ISP 461 Registration and Transcript Restrictions** – Chris will campaign to convince the business office to not hold student transcripts even though they owe the college money. Chris will bring back the updated policy when ready. * **Posthumous Degree** – The committee will follow up when time allows. * **ISP Summary Document** – Beth will work complete the document and report back. * **Fast Track Three ISPs - Year Seven Accreditation Visit –** The committee will review these policies. * **ISP 290 Educational Progress** – Jennifer A. will check in with Jason and report back. * **ISP 360 Credit for Prior Learning (CPL)** – Chris will check in with Jason and report back. * **ISP 480 Academic Standing** – The policy is soon to go back to College Council for the third read. * **Instructional and Student Services Policies and Procedures Report** –At a later date, Jordan Taylor will be invited at a meeting to share the report. * **Standards to be Reviewed – Every Five Years** – After fall term, we will review our progress and consider adding standards to our review list. | | |
| **Present:**  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), Jen Miler, Melinda Nickas, Leslie Ormandy, Tracy Pantano-Rumsey, David Plotkin, Sarah Steidl, Chris Sweet, Dru Urbassik, Cathy Warner, DW Wood  **Guests**: Josiah Smith (ASG Representative)  **Absent**: Jason Kovac | | | | | |
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| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| October 28  December 9  January 13 & 27  February 10 & 24  March 10 & 24  April 14 & 28  May 12 & 26  June 9 | | 8:00am | | 9:30am | https://clackamas.zoom.us/j/4107104682 |