**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: October 28, 2022 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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|  **Agenda Topic** | **Facilitator** | **Meeting Minutes** |
| **Welcome and Introductions** | Sue |  |
| **Review DEI Norms** | Sue | Sue asked that we exam the norms that we established last year. After conversation, we updated our committee norms.  |
| **Review DEI Framework** | Tory/Jen | Tory and Jen shared our interim DEI Framework document and the process of review. The DEI Framework can be used to process individually or in a group. The document provides a space to record concerns and process responses that you or your colleagues are posting. Using the DEI Framework needs to be adopted as a standard operating practice to review policies and procedures before forwarding them to College Council. Subcommittees can use the document to record their findings and forward them to Beth to save with other ISP files. Tory suggested that Beth create a Word document that includes a link to the Google drive version, so folks have two options to use. Beth will save a template of the DEI Framework to have available on the ISP committee website. |
| **College Council Feedback** | Chris | **ISP 480 Academic Standing –** This standard was presented at College Council for the third read. Chris received feedback to further clarify the term consecutive towards the bottom of the policy. Next stop is at Presidents’ Council.  |
| **Old Items**  |  | **ISP 290 Educational Progress** – Melinda reported that her subcommittee is currently reviewing the policy. They checked with Jason to understand the previous concerns of the Accreditation Team. Their only issue was that the policy had not been reviewed in some time. Jason will note this in the Self-Study. Her subcommittee will continue review and check back as soon as they are ready to share their findings. **ISP 360 Credit for Prior Learning (CPL)** – Since the college recently received a grant to improve our current CPL practices, Jason shared that the committee can hold on updating ISP 360 until after the grant assessment is complete. Chris stated that Jason Kovac will include an update in the Self-Study that the college will make improvements based on the grant findings, to confirm that the college is addressing the Accreditation Team’s concerns. **ISP 460 Underage Enrollment – Students Under 18** – Chris updated us that they are close to finalizing the edits to update this existing policy, which should be ready to present at our next meeting. **ISP 470/470P Course Substitution or Waiver** *–* Sarah’s subcommittee met to review their progress. Sarah plans to bring the policy, procedure, and the updated Course Substitution/Waiver form all for review at our next meeting. Sue shared that the subcommittee still needs to apply the DEI Framework. |
| **Review for Next Meeting** | Sue | **• DEI Framework** – We will standardize the DEI Framework as part of our process. Beth will add a Word DEI Framework document with a link to the Google drive version into the additional documents folder on the ISP website. * **ISP 181 Related Instruction** – Dru updated us that this policy will come back during winter term.

**• ISP 290 Educational Progress** – Accreditation follow up with Jason Kovac is complete. Melinda’s subcommittee will continue with their review. * **ISP 360 Credit for Prior Learning (CPL)** – Accreditation follow up with Jason Kovac is complete. Review for ISP 360 will be on hold until the CLP assessment is complete, which will be brought back next year.
* **ISP 460 Underage Enrollment – Students Under 18** – Chris and Jennifer will bring back their ISP review to our next meeting.
* **ISP 470/470P Course Substitution or Waiver** – Sarah’s subcommittee will complete their review and present at our next meeting.
* **ISP 480 Academic Standing** – Beth will schedule this policy to be reviewed at the next Presidents’ Council. Follow Up: Should a new academic forgiveness policy be created?
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| **Present:**  Tory Blackwell, 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, Sarah Steidl, Chris Sweet, Dru Urbassik, Cathy Warner, DW Wood**Guests**: Josiah Smith (ASG Representative)**Absent**: Jennifer Anderson, Armetta Burney, Jason Kovac, David Plotkin |
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|  **Upcoming Meeting Dates** | **Start Time** | **End time** |  **Location**  |
| December 9January 13 & 27February 10 & 24March 10 & 24April 14 & 28May 12 & 26June 9 | 8:00am | 9:30am | https://clackamas.zoom.us/j/4107104682 |