**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: January 13, 2023 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **Agenda Topic** | **Facilitator** | | **Meeting Minutes** | | |
| **Welcome and Introductions** | Sue | |  | | |
| **Presidents’ Council Feedback** | Sue | | **ISP 480 Academic Standing –** On November 15, Sue took this standard to Presidents’ Council. No feedback was received. This policy will be uploaded onto our webpage. | | |
| **New Items** | Tara Sprehe & Kelly Love | | **First Year Experience (FYE) as a Graduation Requirement** – Tara and Kelly joined us to discuss First Year Experience as a graduation requirement for incoming students, which could result as a new and/or revised ISP. First Year Experience 101, allows first-year students to adjust and navigate the expectations of college life and develop a sense of belonging regardless of their major. The data shows that FYE increases student success and completion. The committee supports moving forward the idea of making First Year Experience a graduation requirement. The subcommittee includes Chris, Sarah, and DW to review our current ISPs and decide the next steps. They will follow up with Tara and Kelly to review, and we might want to make a run past the Curriculum Committee before taking it to College Council. | | |
| **Old Items** |  | | **ISP 181 Related Instruction** – In anticipation of some upcoming changes, Dru and her subcommittee are waiting on the Curriculum Committee's Related Instruction subcommittee to make further progress. Expect ISP 181 to come back for an update during the spring term.  **ISP 190P Academic Honesty** – Taylor shared that the subcommittee outlined the student conduct and discipline process as it would apply to academic honesty, which covers a number of possible conduct issues that the CARE team handles. Taylor wanted to discuss the possibility of specific process for and around academic honesty offenses. Jennifer Anderson was concerned about possibly violating student rights. After much discussion, Taylor will take back our feedback and reconvene with the subcommittee.  **ISP 290 Educational Progress** – Melinda shared ISP 290 with the stakeholders, including Skills Development, Counseling, and Jason Kovac with the Accreditation Steering Committee to ensure the standard is current. Upon review, they found no changes needed but found some concerns after reviewing it with the DEI Framework Application Tool. Sue suggested that we have Melinda bring back the documents to an upcoming meeting for committee feedback and review with our DEI lens.  **ISP 461 Registration and Transcript Restrictions** – Chris shared that students will have their transcripts held if they owe a debt to the college. Based on a task force report from the State of Oregon, Chris learned that Senator Michael Dembro has identified this as one of his priorities, and is hoping to announce legislation that would prevent State institutions from withholding transcripts, similar to our neighbors to the north and south. Chris is hopeful that this will happen because his initial presentation to the Business Office wasn’t supported. Sue suggested that we hold further work and wait to hear more from the state level.  **ISP 460/460P Underage Enrollment – Students Under 18** – Jennifer and Chris shared that they have been working to update the policy for ISP 460 and create a brand-new procedure. She reviewed the revisions that provided additional clarity, which included a change to the policy/procedure title. Additional information was included to bring attention to possible inappropriate course content and the chance that underage students may come in contact with other students from a range of various backgrounds and experiences. David Plotkin expressed concern over a board policy concerning underage children related to a federal law, which could be a compliance issue. He will follow up with Jennifer. Leslie was concerned about parents wanting to discuss their underage students, but it was confirmed that the college has a release form that gives permission for instructors to speak with parents, if the student agrees to sign. Jennifer shared the newly created procedure, which captures the current process for underage students. Jennifer asked that the committee review both documents and provide feedback. Jennifer and Chris will return to the next meeting with more information from David.  **ISP 470/470P Course Substitution or Waiver** *–* Due to a lack of remaining time, we will bring this item back to our next meeting. | | |
| **Review for Next Meeting** | Sue | | **•**  **ISP 480 Academic Standing** – The policy has been reviewed and approved. It is ready to be uploaded to our webpage. **Follow Up**: Should a new academic forgiveness policy be created?  **• First Year Experience (FYE) as a Graduation Requirement –** The newly formed subcommittee including Chris, Sarah, and DW will work to review and possibly consolidate the graduation requirements into a single ISP. They will follow up to review their work with Tara and Kelly.   * **ISP 181 Related Instruction** – Dru will bring this policy back in spring term. * **ISP 190P Academic Honesty** – Taylor and the subcommittee will review feedback and return at an upcoming meeting.   **• ISP 290 Educational Progress** – Melinda will bring back to review with the committee.   * **ISP 460 Underage Enrollment – Students Under 18** – Jennifer and Chris will wait to hear back from David Plotkin on the Board policy. We will review the new language, and they will bring back their ISP review to our next meeting. * **ISP 461 Registration and Transcript Restrictions** – Chris will pause and share potential new legislation. * **ISP 470/470P Course Substitution or Waiver** – This agenda item will come back early at the next meeting due to a lack of time to present. | | |
| **Present:**  Jennifer Anderson, Tory Blackwell, Armetta Burney, Ryan Davis, Taylor Donnelly, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miler, Melinda Nickas, Leslie Ormandy, David Plotkin, Josiah Smith (ASG Representative), Sarah Steidl, Chris Sweet, Dru Urbassik, DW Wood  **Guests**: Kelly Love and Tara Sprehe  **Absent**: Lars Campbell, Patty DeTurk, Willie Fisher, Jason Kovac, Tracy Pantano-Rumsey | | | | | |
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| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| January 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> |