**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: January 27, 2023 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agenda Topic** | **Facilitator** | | **Meeting Minutes** | | |
| **Welcome and Introductions** | Sue | |  | | |
| **Old Items** |  | | **ISP 470/470P Course Substitution or Waiver** *–* Sarah reviewed both the policy and procedure. Changes were suggested from the committee. Sarah will make updates and ready for College Council.  **ISP 290 Educational Progress** – Melinda’s subcommittee reviewed the policy/procedure and found no changes. She brought it forward to review with the committee to use the DEI tool. Our accreditation requires the college to have a policy such as this. David indicated that there aren’t many times when this policy needs to be put in place. Our first reaction to a student who is not succeeding is to try to do as much as we can to help. This actually comes into play when we see a student who is persisting, but we don't think they are able to make academic progress. Melinda will take our suggestions and continue their review with the subcommittee.  **ISP 460/460P Underage Enrollment – Students Under 18** – At our last meeting, David shared an update on board policy regarding children related to a Federal law that might apply to minors accessing the Internet. The Federal law is the Children's Internet Protection Act (CIPA). He reported that the college met with a policy expert and shared that it wouldn’t necessary apply in a college classroom. The college does allow underage enrollment. Jennifer added that the policy need clarification rather than substantive changes. David confirmed that we could more forward the policy. The update to our board policy isn't intended to stop minors from taking college classes. It’s about protecting minors in situations where minors are usually found. Jennifer and Chris reviewed the new procedure. Chris shared that our system now has the ability to stop enrollment for those 15 and younger. When the student attempts to enroll, the system notifies that that the student and parent/guardian must complete and sign the Underage Enrollment Consent form. Taylor pointed out that the summary for both the policy and procedure should match based on past ISP practices. Jennifer will make that fix. Sue said to move the policy forward to College Council and hold on the procedure until we hear the final updates to the board policy in question.  **ISP 190P Academic Honesty** – Due to lack of time, this agenda item will come back to be discussed at the beginning of our next meeting. | | |
| **Review for Next Meeting** | Sue | | * **ISP 470/470P Course Substitution or Waiver** – Moving the policy forward for College Council review.   **• ISP 290 Educational Progress** – Melinda received additional feedback that she will take back and continue to review with the subcommittee.  **• ISP 460 Underage Enrollment – Students Under 18** – Moving the policy forward to College Council for review and continue to modify the procedure as we wait on the board policy review.  **• ISP 190P Academic Honesty** – Taylor and her subcommittee will continue to discuss and bring back this procedure at an upcoming meeting. | | |
| **Present:**  Jennifer Anderson, Tory Blackwell, Armetta Burney, Lars Campbell, Ryan Davis, Taylor Donnelly, Willie Fisher, 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  **Absent**: Patty DeTurk, Jason Kovac, Tracy Pantano-Rumsey | | | | | |
|  | | | | | |
| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| February 10 & 24  March 10 & 24  April 14 & 28  May 12 & 26  June 9 | | 8:00am | | 9:30am | https://clackamas.zoom.us/j/4107104682 |