**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: February 10, 2023 | **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 470 Course Substitution or Waiver** *–* This standard was presented at College Council for the first read. The policy received no feedback. Beth will schedule ISP 470 to return for the second read.  **ISP 460 Underage Enrollment–Students Under 18** – Sue shared that Chris Sweet and Jennifer Anderson are ready to present a first read of ISP 460 at the next College Council scheduled on February 17. | | |
| **Old Items** | Dru  Taylor | | **Course Modalities** - Dru reported that the subcommittee were asked to look at incorporating course modalities into existing ISPs, ISP 150 Online Courses or ISP 350 Credit Hour. The subcommittee reviewed and determined that course modalities didn’t fit into either policy. Dru shared that the subcommittee had prepared a draft to review the new policy, ISP 151 Course Modalities, at our next meeting.  **ISP 190/190P Academic Honesty** – Taylor shared after a great discussion, that the subcommittee streamlined the policy, added Artificial Intelligence (AI) language as it is mentioned in the procedure. Taylor presented the proposed Academic Honesty Alert Template for the first time. Jennifer will check to see if the CARE Team program, Maxient, will be able to work with an additional form. Taylor will take suggestions back to the subcommittee, make updates, and bring materials to ISP for one final review before moving forward. The committee plans to share the policy and the procedure with the Faculty Senate and the Associated Student Government before the first read at College Council. | | |
| **Review for Next Meeting** | Sue | | * **ISP 470/470P Course Substitution or Waiver** – Sarah will take the policy back to College Council for the second read. * **ISP 460 Underage Enrollment–Students Under 18** – Chris and Jennifer will present ISP 460 at the next College Council for the first read.   **•** **ISP 151 Course Modalities** – Dru’s subcommittee will return the new policy draft that includes the current modalities offered at the college.  **•** **ISP 190/190P Academic Honesty** – Taylor and her subcommittee will continue to review and bring back a final look. | | |
| **Present:**  Tory Blackwell, Armetta Burney, Lars Campbell, Taylor Donnelly, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miler, Melinda Nickas, Leslie Ormandy, Sarah Steidl, Chris Sweet, Dru Urbassik, DW Wood  **Absent**: Jennifer Anderson, Ryan Davis, Patty DeTurk, Willie Fisher, Jason Kovac, Tracy Pantano-Rumsey, David Plotkin, Josiah Smith (ASG Representative) | | | | | |
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| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| February 24  March 10 & 24  April 14 & 28  May 12 & 26  June 9 | | 8:00am | | 9:30am | https://clackamas.zoom.us/j/4107104682 |