**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: February 24, 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 second read. No feedback was received. This policy will move forward to Presidents’ Council.  **ISP 460 Underage Enrollment–Students Under 18** – Chris Sweet and Jennifer Anderson presented  ISP 460 at College Council for the first read. This standard will go back for a second read on March 3. | | |
| **ARC Liaison Report** | Jennifer | | At a recent Student Success and Retention Conference, a keynote speaker discussed ways in which we work and manage change. It was a good opportunity to check in on how we are managing change. Ashley Sears shared a high-level overview of the EYES Survey Results and some key takeaways were discussed. We have identified some tactic leads for each strategy for the Strategic Enrollment Management Plan. | | |
| **Old Items** | Taylor | | **ISP 190/190P Academic Honesty** **& Proposed Academic Honesty Alert (AHA) Template** – Taylor had further conversation with the English department and Jil Freeman and Elizabeth Carney from the Center for Teaching and Learning. Taylor shared that language was cleaned up and that the policy includes that the Academic Honesty Alert form is part of the process. For future thought, it would be useful to link to a resource folder full of documents for instructors. Jennifer Anderson’s main concern was the CARE Team’s current system, Maxient, has templates available, so one could create and submit a form through the system. Next steps, Taylor will work with Beth to take the policy, procedure, and the form to the Faculty Senate, the Associate Faculty Board, and the Associated Student Government before the documents move forward to College Council for the first read. If Taylor receives significant feedback, she will bring it back her to share those findings. | | |
| **New Items** | Dru | | **Course Modalities** - Dru shared the new policy, ISP 151 Course Modalities with the committee. She reviewed the language that pointed out that currently the college offers four course modalities. It was suggested that it would be helpful to include the terms asynchronous and synchronous with the current modalities. Dru will take this feedback to her stakeholders for review before the policy is ready to present to College Council. | | |
| **Review for Next Meeting** | Sue | | * **ISP 470/470P Course Substitution or Waiver** – The policy was presented at College Council for the second read. Next, it will go to Presidents’ Council. * **ISP 460 Underage Enrollment–Students Under 18** – Chris and Jennifer will bring back this policy at the next College Council on March 3 for the second read. * **ISP 190/190P Academic Honesty** – Beth will work to schedule Taylor to share the policy, the procedure, and the proposed template to the Faculty Senate, the Associate Faculty Board, and the Associated Student Government prior to the policy moving forward to College Council.   **•** **ISP 151 Course Modalities** – Dru will follow up with her stakeholders and bring back updated language. | | |
| **Present:**  Jennifer Anderson, Tory Blackwell, Armetta Burney, Ryan Davis, Taylor Donnelly, Willie Fisher, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Leslie Ormandy, Tracy Pantano-Rumsey, Chris Sweet, Dru Urbassik, DW Wood  **Absent**: Lars Campbell, Patty DeTurk, Jackie Flowers, Jason Kovac, Jen Miler, Melinda Nickas, David Plotkin, Sarah Steidl, Josiah Smith (ASG representative) | | | | | |
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| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| March 10 & 24  April 14 & 28  May 12 & 26  June 9 | | 8:00am | | 9:30am | https://clackamas.zoom.us/j/4107104682 |