**INSTRUCTIONAL STANDARDS & PROCEDURES MEETING AGENDA**

**Date**: April 14, 2023 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **COMMITMENTS** | | | | | | | |
| **Date** | **Who** | **What** | | | | **Committed To** | **When** |
| 10-14-22 | Beth | She will continue work on the quick reference guide, the ISP Summary Document. | | | | ISP Committee | TBD |
| 10-28-22 | Beth | She will create a Word document with a link to the Google drive DEI Framework and make available on the ISP committee website. | | | | ISP Committee | TBD |
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| **­ TOPIC/ITEM** | | | **Facilitator** | **Time** | **Key Points Provide 50 words or less on expected outcome** | | |
| **Welcome and Introductions** | | | Sue | 5 min |  | | |
| **Upcoming Presidents’ Council Review** | | | Sue | 5 min | ISP 460 Underage Enrollment: Students 17 and Younger Policy  ISP 470 Course Substitution or Waiver Policy | | |
| **College Council Review** | | | Dru | 5 min | ISP 151 Course Modalities – 1st Read | | |
| **Old Items** | | | Dru  Melinda | 15 min  10 min | ISP 151 Course Modalities  ISP 290 Educational Progress | | |
| **New Items** | | | Sue  DW | 10 min  10 min | Accreditation Visit  ISP 150 Online Courses | | |

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| **FUTURE AGENDA ITEMS FOR MEETINGS--Committee’s Standards Review From Past Years With Progress Status:** | | | | |
| **Topic/Item** | **Facilitator** | **Key Points Provide 50 words or less on expected outcome** | | **Report Back Date** |
| ISP 151 Course Modalities | Dru/Tory/Sue/  Sharron/Leslie | This new policy is ready to be presented to College Council for the first read on March 17. Dru will report feedback to this committee. | | April 14 |
| ISP 181 Related Instruction | Dru/Lars/Melinda/Sue | The subcommittee will review ISP 181 as requested by the Curriculum Committee. Further follow up will discover if there is a need to recreate an ISP for general education. Dru shared an update and her subcommittee will report back in spring term. | | Spring Term |
| ISP 190P Academic Honesty | Taylor/Jen/Sharron/Patty/  Jennifer/Leslie/DW | Taylor is meeting with the Faculty Senate, the Associate Faculty Board, and ASG to share the policy, the procedure, and the Academic Honesty Alert draft template for input prior to forwarding to College Council. From the CARE Team side, Jennifer Anderson will check if the draft template can be added into their system. | | TBD |
| ISP 195/ISP 195P Study Away | Tory/Jen/Sue/Beth | Verify and update the process language, confirm the point of contact, and the college standardized forms that must be submitted prior to travel. Once finalized, bring back to ISP for review prior to College Council. | | Spring Term |
| ISP 290 Educational Progress | Melinda/Jennifer/Tracy | Melinda and the subcommittee will continue review using our DEI tool. | | Spring Term |
| ISP 360 Credit for Prior Learning (CPL) | Chris | Chris checked with Jason Kovac – past Accreditation Team concerns. With the assistance of the grant, ISP 360 will assess the current practices and policies. The ISP committee will hold on updating ISP 360 until next year. | | 2023-24 |
| ISP 460/460P Underage Enrollment - Students Under 18 | Chris and Jennifer | The policy was updated to include the name of the Enrollment Consent form. Next stop, Presidents’ Council on April 18. | | Spring Term |
| ISP 461 Registration and Transcript Restrictions | Chris/Patty | Chris is waiting on potential new legislation. He will report back at a later date. | | TBD |
| ISP 470/470P Course Substitution or Waiver | Sarah/Tracy/Sue | Next stop, Presidents’ Council on April 18. | | Spring Term |
| First Year Experience (FYE) as a Graduation Requirement | Chris/Sarah/DW  Tara Sprehe/Kelly Love | The subcommittee will either consolidate graduation requirements into one or create a new ISP. | | TBD |
| Posthumous Degree | Jennifer/Chris/Sarah/Jackie | The subcommittee will create a new ISP. | | TBD |
| **Upcoming Meeting Date** | **Start Time** | **End time** | **Location** | |
| April 28  May 12 & 26  June 9 | 8:00am | 9:30am | https://clackamas.zoom.us/j/4107104682 | |

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| **MEMBERS** | Jennifer Anderson, Tory Blackwell, Armetta Burney, Lars Campbell, Ryan Davis, Patty DeTurk, Taylor Donnelly, Willie Fisher, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jason Kovac, Jen Miller, Melinda Nickas, Leslie Ormandy, Tracy Pantano-Rumsey, David Plotkin, Sarah Steidl, Chris Sweet, Dru Urbassik, DW Wood, ASG representative |

*Remaining Standards—in approval date order 2016 -2017:*

Oct. 14, 2016 ISP 460 Underage Enrollment – Students Under 18

Oct. 14, 2016 ISP 461 Registration and Transcript Restrictions

Oct. 14, 2016 ISP 470 Course Substitution or Waiver

Feb. 14, 2017 ISP 370 Advanced College Credit (ACC)

May 12, 2017 ISP 290 Educational Progress

Feb. 9, 2018 ISP 260 Placement Assessment

April 13, 2018 ISP 160 Course Outline & Syllabus Information

April 13, 2018 ISP 360 Credit for Prior Learning (CPL)

April 27, 2018 ISP 472 Repeat of Courses for GPA Recalculation

May 10, 2018 ISP 164 Class Cancellation Guidelines

May 25, 2018 ISP 390 Work-Based Learning (Cooperative Work Experience)

Sept. 28, 2018 ISP 261 Math Placement Information in Career Technical Degrees \*Updated by Career Tech Team

Oct. 12, 2018 ISP 491 Residency Requirement for Graduation

Oct. 19, 2018 ISP 150 Online Courses

March 8, 2019 ISP 181 Related Instruction

May 10, 2019 ISP 270 Testing Center Procedures for Faculty Assigning Exams

May 10, 2019 ISP 380 Acceptance of Credit

May 10, 2019 ISP 392 Contractual Relationships with Organizations Not Regionally Accredited