**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: March 10, 2023 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agenda Topic** | **Facilitator** | | **Meeting Minutes** | | |
| **Welcome and Introductions** | Sue | |  | | |
| **College Council Feedback** | Sue | | **ISP 460 Underage Enrollment–Students Under 18** – Chris Sweet and Jennifer Anderson presented  ISP 460 at College Council for the second read. No feedback was received. ISP 460 is ready to go to Presidents’ Council.  *Beth will schedule both ISP 460 and ISP 470 for the first read at Presidents’ Council in the near future.* | | |
| **Old Items** | Tracy  Dru | | **ISP 460 Underage Enrollment-Students Under 18** – Tracy Pantano-Rumsey brought forward questions from Advising with the recent review of ISP 460 at College Council. Upon discussion and review, it was realized that the Enrollment Consent form needs to be referenced in ISP 460 policy in the section labeled 1.c. under Important Notes. This addition will not delay this policy from moving to Presidents’ Council.  **ISP 151 Course Modalities** – Dru reviewed the recent work on this new policy. At the last meeting it was requested to add terminology to define what is considered synchronous and asynchronous work. Dru’s stakeholders supported the additional clarification. Next, ISP 151 will move forward for a first read at College Council. | | |
| **New Items** | Jennifer A. | | **ARC – ISP 641 Service Animal Policy/Procedure** – As part of the five-year review process, Jennifer brought this policy and procedure back that establishes guidelines for students to have a service animal. Review included clarifying and eliminating duplicated language in addition to omitting information that is no longer relevant. Wording that relates to physical, sensory, psychiatric, etc., was taken out. David Plotkin will follow up on concerns to help bring back further information in the case that a faculty member’s service animal caused concern for a student in their class who might have allergies or is fearful of dogs. Under the Americans with Disabilities Act (ADA), there are only two questions we can ask someone who uses service animals in public. Dustin Bare shared that the college plans to apply stickers to building doors on campus that state service animals only. We were reminded that we can ask what service the animal provides. Jennifer will finalize and ensure that the summary matches the policy and procedure as she readies both to be presented at College Council for the first read. | | |
| **Review for Next Meeting** | Sue | | * **ISP 460 Underage Enrollment–Students Under 18** – A slight update will be made to ISP 460 to include the form name and this policy is ready for the first read Presidents’ Council with ISP 470.   **•** **ISP 151 Course Modalities** – This policy is ready to be presented at College Council for the first read.  • **ARC – ISP 460 Service Animal Policy/Procedure** – Jennifer will take this shared policy/procedure to College Council for the first read. | | |
| **Present:**  Jennifer Anderson, Tory Blackwell, Armetta Burney, Lars Campbell, Ryan Davis, Taylor Donnelly, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miler, Leslie Ormandy, Tracy Pantano-Rumsey, David Plotkin, Chris Sweet, Dru Urbassik, DW Wood  **Guests**: Dustin Bare  **Absent**: Patty DeTurk, Willie Fisher, Jason Kovac, Melinda Nickas, Sarah Steidl, Josiah Smith (ASG representative) | | | | | |
|  | | | | | |
| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| April 14 & 28  May 12 & 26  June 9 | | 8:00am | | 9:30am | https://clackamas.zoom.us/j/4107104682 |