**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: May 12, 2023 | **Time**: 8:00am-9:30am | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **Agenda Topic** | **Facilitator** | | **Meeting Minutes** | | |
| **Welcome and Introductions** | Sue | |  | | |
| **Old Items** | Kelly  Melinda | | **ISP 493 FYE Graduation Requirements** – Kelly shared a draft of the new policy that the college would like to implement in the fall of 2025. Sarah shared some concerns from her perspective how the college will determine students who could be exempt from the First Year Experience requirement. Could this proposed requirement increase the total amount of credits and increase the cost of gaining a degree? While the college doesn’t want to burden our students, the consensus was the benefit of retaining students. Data has shown that First Year Experience increases student success and completion. Kelly will continue gathering feedback, and will check with Sarah, Dustin, Chris, and others around the FYE graduation requirements, in particular, some of the technicalities. She plans to take the draft to the Curriculum Committee for their thoughts and then come back to us before it goes on to College Council.  **ISP 290/290P Educational Progress** – Melinda came back to review recent edits, and committee members engaged to wordsmith the sequential steps of the procedure. Further edits are expected as this review continues. | | |
| **College Council Feedback** | Sue  Taylor | | **ISP 151 Course Modalities** – No feedback received. Policy is ready to go to Presidents’ Council.  **ISP 190/190P Academic Honesty** – Questions and concerns were addressed. Taylor responded and made recommendations for necessary revisions. She discussed possible student concerns that Casey Layton brought forward. Taylor shared an idea of including a folder which would include academic honesty resources for instructors. Taylor shared these ideas and recommendation and plans to continue gathering feedback to ready a second read at College Council.  **ISP 472 Repeat of Courses for GPA Recalculation** – No feedback received. Policy will come back for a second read at College Council. | | |
| **Presidents’ Council Feedback** | Sue | | **ISP 195/195P Study Away** – Sue confirmed the procedure will link to the policy once posted to the ISP webpage. The second paragraph of the procedure summary will be omitted to better align with our current values. The corrected title of the Executive Assistant to the Vice President of Finance and Operations will reflect in the procedure. The procedure will be revised and ready for a second read.  **ISP 460 Underage Enrollment: Students 17 and Younger Policy** – No feedback received for the second read of this policy.  **ISP 470 Course Substitution or Waiver Policy** – No feedback received for the second read of this policy. | | |
| **New Items** |  | | **2023-24 ISP Committee Membership** – Sue reviewed the open positions of the committee. | | |
| **Review for Next Meeting** | Sue | | • **ISP 151 Course Modalities** – Move on to Presidents’ Council for the first read.  • **ISP 190/190P Academic Honesty** – When Taylor edits are finalized, all documents will go back for a second read at College Council.   * **ISP 195/195P Study Away** – The policy and procedure are ready for the second read at Presidents’ Council. * **Educational Progress** – Further work to be done. When ready it will go to College Council. * **ISP 460** **Underage Enrollment: Students 17 and Younger Policy** – This policy can be added to the ISP website. * **ISP 470 Course Substitution or Waiver** – This policy can be added to the ISP website.   • **ISP 472 Repeat of Courses for GPA Recalculation** – The policy is ready for the second read at College Council.  **• ISP 493 FYE Graduation Requirements –** Kelly Love will continue to address concerns and return with information to share at a future meeting.  • **2023-24 Committee Membership** – Sue will follow up to recruit open positions. | | |
| **Present:**  Tory Blackwell, Armetta Burney, Lars Campbell, Ryan Davis, Taylor Donnelly, Willie Fisher, Jackie Flowers, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miler, Melinda Nickas, Leslie Ormandy, Sarah Steidl, DW Wood, Heather (ASG Representative)  **Guests**: Kelly Love  **Absent**: Jennifer Anderson, Patty DeTurk, Sharron Furno, Jason Kovac, Tracy Pantano-Rumsey, David Plotkin, Chris Sweet, Dru Urbassik | | | | | |
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| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| May 26  June 9 | | 8:00am | | 9:30am | <https://clackamas.zoom.us/j/4107104682> |