**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: May 26, 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 472 Repeat of Courses for GPA Recalculation** – No feedback received from the second read at College Council. The policy will move forward for the first read at Presidents’ Council. | | |
| **Presidents’ Council – Pending ISP Policies & Procedures** | Sue | | **ISP 151 Course Modalities** – Ready for the first read.  **ISP 195/195P Study Away** – Ready for the second read.  **ISP 472 Repeat of Courses for GPA Recalculation** – Ready for the first read. | | |
| **ARC Liaison Report** | Jennifer | | During the accreditation visit, we met with the accreditors and discussed our timelines for policy review. Jennifer looked back at the ARC charter documents and realized an official timeline to adopt our policies as part of the annual review process was not included. Once recognized, ARC voted to adopt the same five-year review timeline as the ISP committee. The Access and Recruitment subcommittees gave a report to share how they review perspective and student application data and identify pages that need a live chat and ways to support that automated feature.  Jennifer shared the college has a new group, the Coordinated Student Resource Team (CSRT), that represents CCC employees who are knowledgeable about various campus resources. Rather than reaching out to multiple departments for assistance, students can fill out a form and a CSRT team member will discuss available resources and benefits to connect students to the support they need. | | |
| **New Items** | DW | | I**SP 150 Online Courses** – DW shared the subcommittees updates and included the two Federal laws, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, that the college must meet to ensure the accessibility standard. In the policy, DW referred to a document, Best Practices and Resources for Remote/Online Learning, which can be linked to this policy. After discussing accessibility and the associated laws, the committee agreed to further clarification that online classes *and materials* must comply. Sue suggested we pause to continue the conversation to identify existing policies and procedures for review, such as **ISP 151 Course Modalities** and **ISP 170 Textbook and Instructional Materials Adoption.**  We must consider relevant laws when referencing online materials. Taylor discovered an in-process procedure for this policy that will be reviewed at a later date. DW plans to take the policy to the Disability Resource Center and the Director of Student & Academic Support Services, Dustin Bare, for further feedback before moving forward. | | |
| **Review for Next Meeting** | Sue | | • **ISP 150 Online Courses** – Continue review to gather additional feedback and bring it back for committee review.  • **ISP 151 Course Modalities** – It was decided to hold on moving forward the policy to Presidents’ Council until language can be reviewed by the committee to ensure accessibility standards and the associated laws are included, if needed. See ISP 150.  • **ISP 170 Textbook and Instructional Materials Adoption** – With the recent review of ISP 150, the committee will review policy and procedure language to ensure accessibility standards and the associated laws are included, if needed. See ISP 150.   * **ISP 195/195P Study Away** – The policy and procedure are ready for the second read at Presidents’ Council.   • **ISP 472 Repeat of Courses for GPA Recalculation** – The policy is ready for the first read at Presidents’ Council.  • **Outstanding Policies** – **ISP 290 Educational Process** and **ISP 190 Academic Honesty**. ISP 190 Note: The form Academic Honesty Alert (AHA) Form is complete. Further ideas from Casey Layton have emerged to make the form increasingly equitable. Taylor will work with Jennifer Anderson to make these updates. During the spring term, additional work will be done to prepare for fall term 2023. | | |
| **Present:**  Jennifer Anderson, Tory Blackwell, Lars Campbell, Ryan Davis, Taylor Donnelly, Willie Fisher, Jackie Flowers, Sharron Furno, Sue Goff (Chair), Beth Hodgkinson (Recorder), Leslie Ormandy, DW Wood  **Absent**: Armetta Burney, Patty DeTurk, Jason Kovac, Jen Miler, Melinda Nickas, Tracy Pantano-Rumsey, David Plotkin, Sarah Steidl, Chris Sweet, Dru Urbassik, ASG Representative | | | | | |
|  | | | | | |
| **Upcoming Meeting Dates** | | **Start Time** | | **End time** | **Location** |
| June 9 | | 8:00am | | 9:30am | <https://clackamas.zoom.us/j/4107104682> |