**INSTRUCTIONAL STANDARDS & PROCEDURES MEETING AGENDA**

**Date**: October 13, 2023 | **Time**: 8:00-9:30 a.m.| **Location**: Zoom | **Recorder**: Beth Hodgkinson

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|  **COMMITMENTS** |
|  **Date** |  **Who** |  **What** | **Committed To** | **When** |
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|  **­ TOPIC/ITEM** | **Facilitator** | **Time** | **Key Points Provide 50 words or less on expected outcome** |
| **Welcome and Introductions** | Sue |  5 min |  |
| **ISP Orientation** | Sue |  10 min | ISP Committee Charter2023-24 GoalsDEI FrameworkNorms |
| **Presidents’ Council Feedback** (October 3, 2023)  | Sue |  5 min | ISP 472 Repeat of Courses for GPA Recalculation – 2nd Read |
| **ARC Liaison Report** | Jennifer A.  |  5 min | Update |
| **Old Items** | DWSarahSue/Beth | 10 min 5 min10 min | ISP 150 Online Courses ISP 371A, ISP 372A & ISP 373A – Summer Updates/CNN UpdatesISP Summary Document/Annual Communication |
| **New Items** | ToryJenniferSueSue | 10 min10 min 5 min 5 min | ISP 650 Educational Research Involving Human Subjects & New HandbookARC-ISP 640 Academic Accommodations Policy and ProcedureARC-ISP 642 Personal Audio and Video Recording Policy and ProcedureCheck-in on Outstanding ISP WorkISPs Due for 5-Year Review |

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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 150 Online Courses | DW/Leslie/Ryan/Jackie | Continue to review the policy with other college experts. When the subcommittee is ready, it will return to the committee.  | Fall 2023 |
| ISP 151 Course Modalities | Dru/Tory/Sue/Sharron/Leslie | This policy was pulled from the Presidents' Council agenda for further review to align with other online-related policies and procedures to ensure compliance with associated laws. | Fall 2023 |
| ISP 170 Textbook and Instructional Materials Adoption | ISP Committee | The policy and procedure will be reviewed to ensure compliance with associated laws.  | Fall 2023 |
| 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.  | 2023-24 |
| ISP 190/190P Academic Honesty | Taylor/Jen/Sharron/Patty/Jennifer/Leslie/DW | The Academic Honesty Alert (ADA) Form is close to complete. Taylor and Jennifer will continue to edit and bring back for further review.  | Fall 2023 |
| ISP 290 Educational Progress | Melinda/Jennifer/Tracy | Melinda and Taylor will continue finalizing the policy and procedure. When ready, this policy/procedure will come back to ISP for a final review prior to presenting at College Council.  | Fall 2023 |
| ISP 350 Credit Hour | Dru/Leslie | Dru and Leslie will include language on how to award partial credit.  | Fall 2023 |
| ISP 360 Credit for Prior Learning (CPL) | Chris | The ISP committee will hold on this policy until Chris is ready to present.  | 2023-24 |
| ISP 461 Registration and Transcript Restrictions | Chris | Chris is waiting on potential new legislation. He will report back fall term.  | Fall 2023 |
| ISP 472 Repeat of Courses for GPA Recalculation | ISP Committee  | The policy was presented to Presidents’ Council during fall term for the second read. It is ready to come back to ISP and be posted to our webpage. | Oct. 2023 |
| ISP 493 First Year Experience (FYE) as a Graduation Requirement | Chris/Sarah/DWTara Sprehe/Kelly Love | Further work to be done. When ready, the new proposed policy will come back to ISP for review. | Fall 2023 |
| Posthumous Degree | Jennifer/Chris/Sarah/Jackie | The subcommittee will create a new ISP.  | TBD |
|  **Upcoming Meeting Dates** | **Start Time** | **End time** |  **Location**  |
| October 13 & 27December 1January 12 & 26February 9 & 23March 8April 12 & 26May 10 & 24June 7 | 8:00 a.m. | 9:30 a.m. | <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 2017 -2020:*

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

March, 24, 2017 ISP 490 Catalog Designation for Graduation Requirements

Feb. 9, 2018 ISP 260 Placement Assessment

April 13, 2018 ISP 160 Course Outline & Syllabus Information

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

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

April 24, 2020 ISP 171 Academic Use of CCC Brand and Logo

April 24, 2020 ISP 481 Recognition of Academic Excellence