**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

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

|  |  |  |
| --- | --- | --- |
|  **Agenda Topic** | **Facilitator** | **Meeting Minutes** |
| **Welcome and Introductions** | Sue |  |
| **Presidents’ Council Feedback** | Sue | **ISP 151 Course Modalities** – This policy did not move forward. Prior to Presidents’ Council, Sue decided to pull the policy for further review to align with other online-related policies to ensure compliance. Additional language needs to be considered prior to the first read.**ISP 195/195P Study Away** – The policy was approved and can be posted to our webpage. Concerns were expressed that the Global Learning Committee needs to continue working on the associated handbook. **ISP 472 Repeat of Courses for GPA Recalculation** – No feedback received for the first read of this policy. It will go back for a second read in fall 2023. |
| **ARC Liaison Report** | Jennifer | At the last meeting of the year, Justin Munds will join to share information about the course reserves and full-term textbook loans that are available as resources to students through the library. |
| **New Items**  | Dru | **ISP 350 Credit Hour** – Dru brought forward a request from the Curriculum Committee. She shared in certain scenarios, the college has the ability to offer partial credits. The committee has been working with the Higher Education Coordinating Commission (HECC) and the Community College Workforce Development (CCWD) to have some of those requests approved. In cases where programs are required to meet industry-driven standards for contact hours, like the Health Sciences program where there is a third-party accreditation, there are rare occasions when partial credits need to be awarded. Dru’s ask was to add this information into ISP 350 as this information is currently not documented within the policy. Together, Dru and Leslie will review this policy in the fall with the intent to include language on how to award partial credit. **ISP 360A Non-Challengeable Course List** – Dru shared the appendix listing the non-challengeable courses and groups of courses approved through the Curriculum Committee. Beth will post the document for the upcoming year to the ISP Committee webpage. |
| **Old Items** | Taylor | **ISP 190 Academic Honesty** – The update for this policy is on hold until fall term.  |
| **End-of-Year Review for Next Meeting** | Sue | • **ISP 150 Online Courses** – DW will meet with Dustin and Felicia over the summer to review and collect feedback for future committee review. • **ISP 151 Course Modalities** – This policy was held back from moving forward to Presidents’ Council. The committee will do a final review to consider if additional language is necessary around *materials*. • **ISP 170 Textbook and Instructional Materials Adoption** – The committee will take the opportunity to review this policy when reviewing **ISP 151 Course Modalities** for the same reasons. • **ISP 181 Related Instruction** – Dru will check with the Curriculum Committee Related Instruction review team on their progress and report back in the fall. • **ISP 190 Academic Honesty** – Taylor will return to share an update in the fall. * **ISP 195/195P Study Away** – The policy and procedure are ready to be posted to our webpage.
* **ISP 290 Educational Progress** – Melinda and Jennifer will finalize their documents and bring back for a review prior to moving forward to College Council.
* **ISP 350 Credit Hour** – Dru and Leslie will include language on how to award partial credit.
* **ISP 360 Credit for Prior Learning (CLP)** – With the assistance of the grant, the current CPL practices and policies have been reviewed and training completed during spring term. In the fall, Chris will form a subcommittee to begin the review and provide any necessary updates to ISP 360.
* **ISP 461 Registration and Transcript Restrictions** – Chris has been waiting on potential new legislation, SB 424, which prohibits post-secondary institutions of education in Oregon from refusing to provide transcript to current or former student because student owes debt to institution. He shared that the bill is moving forward and will get passed. This bill could potentially go into effect in January 2024. Until then, any review for ISP 461 is on hold.

• **ISP 472 Repeat of Courses for GPA Recalculation** – The policy is ready for the second read at Presidents’ Council in the fall. • **ISP 493 First Year Experience (FYE) Requirement for Graduation** – Continued review is planned through the summer and will return to our committee in the fall. • **Posthumous Degree** – The college anticipates the need for a new ISP in the future. |
| **Present:**  Tory Blackwell, Armetta Burney, Lars Campbell, Ryan Davis, Taylor Donnelly, Jackie Flowers, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miler, Melinda Nickas, Leslie Ormandy, David Plotkin, Chris Sweet, Dru Urbassik, DW Wood**Absent**: Jennifer Anderson, Patty DeTurk, Willie Fisher, Sharron Furno, Jason Kovac, Tracy Pantano-Rumsey, Sarah Steidl, ASG Representative |
|  |
|  **Upcoming Meeting Dates** | **Start Time** | **End time** |  **Location**  |
| TBD | 8:00am | 9:30am | <https://clackamas.zoom.us/j/4107104682> |