**INSTRUCTIONAL STANDARDS & PROCEDURES MEETING AGENDA**

**Date**: October 27, 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 |  |
| **Communication Check In** | Beth |  5 min | December ISP Meeting ChangeISP Annual Communication |
| **Old Items** | MelindaDruTaylorToryTory & Jen | 10 min10 min20 min15 min15 min | ISP 290 Educational ProgressISP 151 Course Modalities PolicyISP 350 Credit Hour PolicyISP 190 Academic HonestyISP 650 Educational Research Involving Human Subjects & Associated DocumentsDEI Framework  |
| **New Items** | JenniferSue | 10 min5 min | ARC-ISP 640 Academic Accommodations Policy and ProcedureARC-ISP 642 Personal Audio and Video Recording Policy and ProcedureISPs 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 | DW incorporated the recommendations received from the Disability Resources Center. The committee agreed to add a statement about hybrid courses. DW will return with an updated version for review.  | 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 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 | This policy, procedure, and the AHA form are ready to go to College Council on November 3 for the second read.  | Fall 2023 |
| ISP 290 Educational Progress | Melinda/Jennifer/Tracy | The policy and procedure are ready to go to College Council on November 3 for the first read.  | Fall 2023 |
| ISP 350 Credit Hour | Dru/Leslie | The policy and procedure are ready to go to College Council on November 3 for the first read.  | Fall 2023 |
| ISP 360 Credit for Prior Learning (CPL) | Chris | The ISP committee will update ISP 360 this year.  | 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 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 |
| ARC-ISP 640 Academic Accommodations Policy and ProcedureARC-ISP 642 Personal Audio and Video Recording Policy and Procedure | Jennifer | These shared ISP/ARC documents will be reviewed at our next meeting. | Oct. 27 |
| ISP 650 ~~Educational~~ Research Involving Human Subjects | Tory | Over the summer, Tory worked with Ashley Sears to update and further define ethical research when using human subjects. A handbook and associated forms have been created. Further added to the ISP materials. Further review and discussion at our next meeting. | Oct. 27 |
| 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 8January 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