**INSTRUCTIONAL STANDARDS & PROCEDURES MEETING AGENDA**

**Date**: December 8, 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 |  |
| **College Council Feedback** | SueJennifer | 5 min5 min | ISP 290 & ISP 290P Educational Progress -2nd ReadISP 350 Credit Hour Policy – 2nd ReadARC-ISP 640 Academic Accommodations Policy and Procedure – 2nd Read |
| **Presidents’ Council Feedback** | Sue | 10 min | ISP 190, ISP 190P Academic Honesty & the AHA form – 1st ReadISP 151 Course Modalities – 1st Read |
| **Old Items** | Jennifer, Dustin & FeliciaTara SpreheToryDW | 15 min10 min15 min5 min | ARC-ISP 642 Personal Audio and Video Recording Policy and ProcedureISP 493 First Year Experience (FYE) as a Graduation RequirementISP 650 Educational Research Involving Human Subjects & Associated DocumentsISP 150 Online Courses |
| **New Items** | Chris Sweet | 10 min10 min5 min | ISP 280 GradingISP 461 Registration and Transcript RestrictionsISPs 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 will return with the suggested edits from the Disability Resources Center and our committee.  | Dec. 8 |
| ISP 151 Course Modalities | Dru/Tory/Sue/Sharron/Leslie | This policy has been updated and is ready for the first read at Presidents’ Council on December 5. Sue will share feedback at our next meeting.  | Dec. 8 |
| 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.  | Fall 2023 |
| ISP 190/190P Academic Honesty | Taylor/Jen/Sharron/Patty/Jennifer/Leslie/DW | This policy, procedure, and the AHA form are ready for the first read at Presidents' Council scheduled on December 5. Sue will share feedback at our next meeting. | Dec. 8 |
| ISP 290 Educational Progress | Melinda/Jennifer/Tracy | Sue will share feedback from the two recent reads at College Council (November 3 & December 1).  | Dec. 8 |
| ISP 350 Credit Hour | Dru/Leslie | Sue will share feedback from the two recent reads at College Council (November 3 & December 1).  | Dec. 8 |
| 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 ready to share his recent edits to this policy and procedure at our next meeting.  | Dec. 8 |
| ISP 493 First Year Experience (FYE) as a Graduation Requirement | Chris/Sarah/DWTara Sprehe/Kelly Love | Tara Sprehe will join our next meeting with further edits for this new policy.  | Dec. 8 |
| ARC-ISP 640 Academic Accommodations Policy and Procedure | Jennifer | Jennifer will share feedback from the two recent reads at College Council. | Dec. 8 |
| ARC-ISP 642 Personal Audio and Video Recording Policy and Procedure | Jennifer | Jennifer will return with Dustin Bare and Felicia Arce to continue discussing this shared ISP/ARC policy and procedure. | Dec. 8 |
| ISP 650 ~~Educational~~ Research Involving Human Subjects | Tory | Tory will return to further review the policy, procedure and associated forms at our next meeting. | Dec. 8 |
| Posthumous Degree | Jennifer/Chris/Sarah/Jackie | The subcommittee will create a new ISP.  | TBD |
|  **Upcoming Meeting Dates** | **Start Time** | **End time** |  **Location**  |
| December 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, Taylor Donnelly, Ada D Echevarria, Willie Fisher, Jackie Flowers, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jason Kovac, Kara Leonard, Jen Miller, Melinda Nickas, Leslie Ormandy, David Plotkin, Scot Pruyn, 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