**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

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

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| **Agenda Topic** | **Facilitator** | **Meeting Minutes** | |
| **Welcome and Introductions** | Sue |  | |
| **College Council Feedback**  (November 3)  **College Council Feedback**  (December 1) | Sue | **ISP 190/190P Academic Honesty & the AHA form** – 2nd Read (*Moving forward to PC – 1st Read*)  **ISP 290/290P Educational Progress** – 1st Read  **ISP 350 Credit Hour Policy** – 1st Read  **ARC-ISP 640 Academic Accommodations Policy and Procedure** – 1st Read  **ISP 290/290P Educational Progress** – 2nd Read  **ISP 350 Credit Hour Policy** – 2nd Read  **ARC-ISP 640 Academic Accommodations Policy and Procedure** – 2nd Read | |
| **Presidents’ Council Feedback**  (December 5) | Sue | **ISP 151 Course Modalities** – No feedback received at the first read. The subcommittee plans to meet to review the policy next week. If significant changes are made, Dru will return to the committee to share before taking **ISP 151** back to Presidents’ Council for the second read.  **ISP 190 & ISP 190P Academic Honesty & the Academic Honesty Alert (AHA) form** – The definition of academic honesty was unclear and will be revised to state, "Academic honesty is defined as the requirement that students generate work that represents their own abilities and original thinking." It was suggested to rename the "Academic Honesty Alert (AHA) Form" to "Academic Honesty Referral (AHR) Form." Some users experienced issues accessing the form due to browser incompatibility. Concerns were raised about ensuring fair treatment of students, addressing conscious and unconscious bias in academic honesty cases. Improvements were suggested, including adding links to resources like the Problem Resolution Form and ISP 281 Grade Appeal Policy into course materials. Discussions on AI inclusion in the policy were raised, with expectations for frequent updates as technology evolves. Taylor will revise the policy, clarify the definition of academic honesty, rename the form, and improve link accessibility. The revised policy will return for a second read at President’s Council. The policy will continue to be revisited, especially regarding AI and academic integrity issues.  **ARC-ISP 640 Academic Accommodations Policy and Procedure** – Concerns about clarity were raised during the first read at President’s Council. Jennifer and Felicia returned to the ISP Committee to share their changes made to provide clarity, while addressing the questions asked at PC. The policy will return to Presidents’ Council for the second read in January 2024. | |
| **Old Items** | Jennifer, Dustin & Felicia  Tara Sprehe  Tory  DW | **ARC-ISP 642 Personal Audio and Video Recording Policy and Procedure** – The policy outlines guidelines for audio and video recordings in classes, balancing accommodations with privacy, copyright, and legal concerns. Key updates address biometric data misuse and ensure compliance with Oregon law and Section 504. Recordings for accommodations are typically limited to instructor-led activities, and peer group recordings require participant consent. Instructors can request devices be turned off in small groups unless everyone agrees to be recorded. Privacy concerns and unauthorized distribution were discussed, with legal and disciplinary actions possible for misuse. CART devices are recommended for hearing-impaired students instead of recordings. Students with accommodations must sign an agreement prohibiting sharing or selling recordings. A syllabus statement about possible recordings, without revealing personal details, was suggested. The policy will be presented to College Council, with a focus on managing recordings in classrooms.  **ISP 493 First Year Experience (FYE) as a Graduation Requirement** – FYE is no longer tied to graduation, ensuring students take it earlier. The catalog year reference was removed, as it was linked to the old graduation requirement. Integrating FYE into degree programs is difficult for programs over 90 credits. Advisors will play a key role in ensuring students take FYE early. Developing a procedure alongside the policy was suggested for clarity. Tara and her team will develop a procedure to support the policy and bring it back to the committee before presenting it to College Council. The FYE requirement will move forward with a clear procedure to ensure effective implementation. Tara’s team will finalize and present the procedure to the committee before submitting it to College Council.  **ISP 650** **Educational Research Involving Human Subjects & Associated Documents –** The policy, created two years ago, ensures research at the college complies with legal and ethical standards, especially for grant-funded projects. The policy has been revised to align with federal regulations and include clear guidelines for research involving human subjects. An Institutional Review Board (IRB) guide was introduced to manage research projects. A new document explains which activities qualify as research, providing examples such as course evaluations and state-mandated assessments. The guide outlines the IRB approval process and submission steps. Not all activities require IRB oversight, with distinctions made between regular coursework and projects aimed for public dissemination. It was suggested to advise individuals to consult the IRB team if unsure about whether their activity qualifies as research. Ethical research training through CITI.org is required for anyone involved in research. Action items include adding a statement advising consultation with the IRB team if needed and reviewing the research examples document for further clarity. The policy will be ready to present to College Council for the first read.  **ISP 150 Online Courses** – Recent discussions and suggestions on ISP 150 require additional review. A work group will be convened to discuss new information to form recommendations to bring back to the ISP Committee for further review. | |
| **New Items** | Chris Sweet  Sue | **ISP 280 Grading** – The policy review will be moved to our next meeting.  **ISP 461 Registration ~~and Transcript~~ Restrictions** – Chris Sweet presented revisions based on meeting feedback, including removing references to transcript restrictions in compliance with Senate Bill 424, which prohibits withholding transcripts for unpaid debts. Scot suggested keeping "restrictions" to ensure the policy still makes sense when discussing registration issues. Kara Leonard proposed clarifying this term to specify that it refers to academic warnings or suspensions, rather than implying any academic standing could affect registration. There was a discussion about clarifying how "student of concern" relates to registration holds, ensuring support conversations occur before students register for classes. Chris will update the policy with these changes and prepare for the first read at College Council.  **ISPs Due for 5-Year Review** – The committee will revisit this agenda item at our next meeting. | |
| **Review for Next Meeting** | Sue | * The following documents are ready for the first read at College Council. (January 19) * **ISP 280 Grading Policy** * **ISP 461 Registration ~~and Transcript~~ Restrictions** * **ISP 650/650P Research Involving Human Subjects Policy & the associated documents** * **ARC-ISP 642 Personal Audio and Video Recording Policy/Procedure** * The following documents are ready for the first read at Presidents’ Council. (January 9) * **ISP 290 & ISP 290P Educational Progress** * **ISP 350 Credit Hour Policy** * The following documents are ready for the second read at Presidents’ Council. (January 9) * **ISP 151 Course Modalities (to be determined)** * **ISP 190/190P Academic Honesty & the Academic Honesty Referral (AHR) form** * **ARC-ISP 640 Academic Accommodations Policy and Procedure** * **ISP 493 First Year Experience (FYE) as a Graduation Requirement** – Tara Sprehe and team will create a procedure to accompany the policy and return for review before moving on to College Council. * **ISP 150 Online Courses** - This policy will return after DW processes the recent feedback. * **ISP 280 Grading Policy** – Chris will return to share his review at our next ISP meeting on January 12. * **ISPs Due for 5-Year Review** – The committee will revisit at our next meeting. * **DEI Interim Framework** – As we assign the next policies up for the five-year review, we will have Jen and Tory return to review the process and provide suggestions around the DEI Interim Framework in January. | |
| **Present:**  Jennifer Anderson, Tory Blackwell, Armetta Burney, Ryan Davis, Taylor Donnelly, Lars Campbell, Sue Goff (Chair), Kara Leonard, Melinda Nickas, Leslie Ormandy, Scot Pruyn, Sarah Steidl, Chris Sweet, Dru Urbassik, DW Wood, Jen Miller, Isabella Villagomez (ASG)  **Guests**: Makayla Blackburn, Dustin Bare, Felicia Arce, Tara Sprehe  **Absent**: Beth Hodgkinson, Willie Fisher (sabbatical), David Plotkin, Jackie Flowers, Jason Kovac | | | |
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| **Upcoming Meeting Dates** | **Start Time** | **End time** | **Location** |
| January 12 & 26  February 9 & 23  March 8  April 12 & 26  May 10 & 24  June 7 TBD | 8:00 a.m. | 9:30 a.m. | <https://clackamas.zoom.us/j/4107104682> |