**INSTRUCTIONAL STANDARDS & PROCEDURES MEETING AGENDA**

**Date**: January 12, 2024 | **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 |  | | |
| **Upcoming College Council**  (January 19) | | | Sue | 5 min | ISP 461 Registration Restrictions  ISP 650 Research Involving Human Subjects & Associated Documents | | |
| **Presidents’ Council Feedback**  (January 9) | | | Sue  Jennifer | 5 min  5 min | ISP 290 & ISP 290P Educational Progress – 1st Read  ISP 350 Credit Hour Policy – 1st Read  ISP 151 Course Modalities – 2nd Read  ISP 190, ISP 190P Academic Honesty & the AHR form – 2nd Read  ARC/ISP 640 Academic Accommodations Policy and Procedure – 2nd Read | | |
| **ARC Liaison Report** | | | Jennifer | 5 min | Update | | |
| **Old Items** | | | Dru  Jennifer | 5 min  5 min | ISP 151 Course Modalities  ARC/ISP 642 Personal Audio and Video Recording Policy and Procedure | | |
| **New Items** | | | Chris Sweet  Tory & Jen  Sue | 15 min  10 min  5 min | ISP 280 Grading  DEI Framework Review  ISPs 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 to review with the committee. | | January 26 |
| ISP 151 Course Modalities | Dru/Tory/Sue/  Sharron/Leslie | This policy will return for a second read at Presidents’ Council on January 9. Sue will share feedback at our next meeting. | | Jan. 12 |
| 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/Jennifer/  Leslie/DW | After the December 8 ISP Committee meeting, Taylor updated the policy, procedure, and the previously named AHA form (now referred to as the Academic Honesty newly titled AHRAHA 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). The policy/procedure are ready to go to Presidents’ Council on January 9 for the first read. | | Jan. 12 |
| ISP 350 Credit Hour | Dru/Leslie | Sue will share feedback from the two recent reads at College Council (November 3 & December 1). The policy/procedure are ready to go to Presidents’ Council on January 9 for the first read. | | Jan. 12 |
| ISP 360 Credit for Prior Learning (CPL) | Chris | The ISP committee will update ISP 360 this year. | | 2023-24 |
| ISP 461 Registration Restrictions | Chris | Chris presented his edits and with the suggestions from ISP, this policy/procedure is ready to go to College Council on January 19. | | Jan. 26 |
| ISP 493 First Year Experience (FYE) as a Graduation Requirement | Chris/Sarah/DW  Tara Sprehe | Tara Sprehe shared further edits of this new ISP policy. Suggestions shared, but before a first read at College Council, all agreed that a procedure should go with the policy. Tara will return with a procedure for ISP to review, so the both can be presented together at College Council. | | Winter 2023 |
| ARC/ISP 640 Academic Accommodations Policy and Procedure | Jennifer | Jennifer will share feedback from the two recent reads at College Council. The policy/procedure are ready to go to Presidents’ Council on January 9 for the second read. | | Jan. 12 |
| ARC/ISP 642 Personal Audio and Video Recording Policy and Procedure | Jennifer | Jennifer, joined by Dustin Bare, Felicia Arce, and Makayla Blackburn, to share their expertise. Additional edits were presented and discussed. This policy/procedure is ready for a first read at College Council. | | Jan. 26 |
| ISP 650 Research Involving Human Subjects | Tory | Further review, discussion, and suggestions continued. The policy, procedure and associated forms are ready for a first read at College Council on January 19. | | January 26 |
| Posthumous Degree | Jennifer/Chris/  Sarah/Jackie | The subcommittee will create a new ISP. | | TBD |
| **Upcoming Meeting Dates** | **Start Time** | **End time** | **Location** | |
| January 12 & 26  February 9 & 23  March 8  April 12 & 26  May 10 & 24  June 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