**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: February 9, 2024 | **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 – Cancelled on **January 19**.  ISP Committee – Cancelled on **January 26**. | |
| **College Council Feedback**  (February 2) | Sue | No feedback was received for **ISP 280**, **ISP 461/461P**, **ISP 650/650P**, or **ARC-ISP 642** for the first read at College Council. The policies and procedures are ready to return for the second read.  **ISP 280 Grading Policy**  **ISP 461/461P Registration Restrictions Policy/Procedure**  **ISP 650/650P Research Involving Human Subjects Policy/Procedure**  **ARC/ISP 642 Personal Audio and Video Recording Policy** | |
| **Upcoming Presidents’ Council**  (February 13) | Sue | No feedback was received for **ISP 290/290P** or **ISP 350** for the first read at the Presidents’ Council on January 9. These policies and procedures are ready to return for the second read.  **ISP 290 & ISP 290P Educational Progress**  **ISP 350 Credit Hour Policy** | |
| **Old Items** | TW  Tory & Jen  Sue | **ISP 150 Online *Hybrid, and Remote* Courses Policy** – DW shared presented an updated version with valuable feedback that she reviewed with the committee. This policy is ready to be presented for the first read at the next College Council. Highlighted additions included:   * Clear language was included to define that both regular and substantive interaction is required. Included linked resources for the Open SUNY Course Quality Review (OSCQR) and Regular & Substantive Interaction (RSI). * The title was updated and a link added to ISP 151 Course Modalities to provide definitions to course modalities.   **DEI Framework Review** – Tory and Jen shared the current framework document to help subcommittees review policies and procedures using an equity lens. Using the DEI Framework Application Tool, we followed the outlined process with the ISP 195 Study Away Policy as an example. This tool helps to review questions and consider the impact of the policy, identify the possible areas of concern that stand out related to the policy, and indicate how you plan to address the concerns upon review. Tory suggested that Beth include the DEI Framework Tool with the standard to be reviewed to the subcommittee. This nudge will help us remember to apply the equity lens as part of our standard review practice. When review is complete, the subcommittee will send their revised policy and the results found using the DEI Framework.  **Review List of Assigned ISP & Report Back Date** – Review List of Assigned ISP & Report Back Date – At a previous meeting, we identified additional standards that were up for review, and assigned a lead and subcommittee. Sue reviewed the list and ask that each subcommittee assign a report back for each standard. As a standard practice moving forward we will confirm that the DEI Framework has been applied.  **ISP 160 Course Outline & Syllabus Information** (Sue, DW, and Leslie) – **March 8**  **ISP 164 Class Cancellation Guidelines** (Jennifer and Sue) – **February 23**  **ISP 260 Placement Assessment** (Scot, Jennifer, and Sarah) – **February 23**  **ISP 261 Math Placement Info in Career Tech Degrees** (Scot, Jennifer, and Sarah) – **February 23**  **ISP 270 Testing Center Procedures for Faculty Assigning Exams** (Jennifer and Tory) - **TBD**  **ISP** **490 Catalog Designation for Graduation Requirements** (Sarah and Chris) – **February 23**  **ISP 491 Residency Requirement for Graduation** (Sarah and Chris) – **February 23** | |
| **Review for Next Meeting** | Sue | * Ready for the first read at College Council on March 1. * **ISP 150 Online Hybrid, and Remote Courses Policy** * No feedback from the first read. Ready for the second read at College Council on March 1. * I**SP 280 Grading Policy** * **ISP 461/461P Registration Restrictions Policy/Procedure** * I**SP 650/650P Research Involving Human Subjects Policy/Procedure** * **ARC/ISP 642 Personal Audio and Video Recording Policy** * No feedback from the first read at Presidents’ Council. Ready to go to the second read on February 13. * **ISP 290 & ISP 290P Educational Progress** * **ISP 350 Credit Hour Policy** * Tory and Jen demonstrated how to review a policy using the **DEI Framework Tool**. When a future policy needs review, the recorder will send out the policy and the DEI Framework to the subcommittee as a new standard practice. When their work is done, the policy and the documented results of the DEI Framework Tool back to the recorder. The results of DEI Framework will be saved with our other work. * **ISP 650/650P Research Involving Human Subjects Policy/Procedure** – Sue asked David Plotkin if the policy should remain as an ISP since it isn’t just educational research. David shared that it is typically academic, and it would be best to remain as an ISP because this group has the expertise to judge. If any changes occur outside of academic or instructional aspects, we will address them. Until then, the instructional side will steward it. | |
| **Present:** Tory Blackwell, Armetta Burney, Lars Campbell, Ryan Davis, Taylor Donnelly, Jackie Flowers, Sue Goff (Chair), Beth Hodgkinson (Recorder), Kara Leonard, Jen Miller, Leslie Ormandy, David Plotkin, Scot Pruyn, Sarah Steidl, Dru Urbassik, DW Wood  **Guests**: Aundrea Snitker, Makayla Blackburn  **Absent**: Jennifer Anderson, Jason Kovac, Melinda Nickas, Chris Sweet, ASG Representative | | | |
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| **Upcoming Meeting Dates** | **Start Time** | **End time** | **Location** |
| February 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> |