**INSTRUCTIONAL STANDARDS & PROCEDURES MEETING AGENDA**

**Date**: February 23, 2024 | **Time**: 8:00-9:30 a.m.| **Location**: Zoom | **Recorder**: Beth Hodgkinson

|  |  |  |  |
| --- | --- | --- | --- |
| **­ TOPIC/ITEM** | **Facilitator** | **Time** | **Key Points Provide 50 words or less on expected outcome** |
| **Welcome and Introductions** | Sue | 5 min |  |
| **Upcoming College Council**  (March 1) | Sue | 5 min | ISP 150 Online Hybrid, and Remote Courses Policy – 1st Read  ISP 280 Grading Policy – 2nd Read  ISP 461/461P Registration Restrictions Policy/Procedure – 2nd Read  ISP 650/650P Research Involving Human Subjects Policy/Procedure – 2nd Read  ARC/ISP 642 Personal Audio and Video Recording Policy – 2nd Read |
| **ARC Liaison Report** | Jennifer | 5 min | Update |
| **Old Items** | Sue | 5 min | Remaining ISPs Needing a Report Back Date   * ISP 270 Testing Center Procedures for Faculty Assigning Exams - Jennifer * ISP 360 Credit for Prior Learning (CPL) - Chris |
| **New Items** | Scot  Sarah | 5 min  5 min  5 min  5 min | ISP 260 Placement Assessment  ISP 261 Math Placement Information in Career Technical Degrees  ISP 490 Catalog Designation for Graduation Requirements  ISP 491 Residency Requirement for Graduation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | This policy is ready for the first read at College Council on  March 1. | | March 8 |
| ISP 160 Course Outline & Syllabus Information | Sue/DW/Leslie | This policy is currently under review. | | March 8 |
| ISP 164 Class Cancellation Guidelines | Jennifer/Sue | This policy is currently under review. | | March 8 |
| ISP 181 Related Instruction | Dru/Lars/Melinda | Currently, working to finalize the form, which will guide the new related instruction process. Hope to have a group to pilot the form to see if the process works this term and completed by spring term. | | Spring 2024 |
| ISP 190/190P Academic Honesty | Taylor/Jen/Jennifer/  Leslie/DW | At the Presidents’ Council, it was asked where the Academic Honesty Resource (AHR) form will live, so it can be accessible for faculty. The AHR form be available in two locations: on myClackamas Portal with the CARE Team form and on the Forms and Documents webpage for quick access for faculty. Beth will work with Jennifer to ensure this happens. The policy and procedure will be included on the committee website. | | TBA |
| ISP 260 Placement Assessment | Scot/Jennifer/Sarah | This policy is currently under review. | | February 23 |
| ISP 261 Math Placement Information in Career Technical Degrees | Scot/Jennifer/Sarah | This policy is currently under review. | | February 23 |
| ISP 270 Testing Center Procedures for Faculty Assigning Exams | Jennifer/Tory | This policy is currently under review. Need a report back date assigned. | | Winter 2023 |
| ISP 280 Grading | Chris | This policy is ready for the second read at College Council on March 1. | | March 8 |
| ISP 290 Educational Progress | Melinda/Jennifer | The policy/procedure is ready to post to our committee webpage. | | TBA |
| ISP 350 Credit Hour | Dru/Leslie | The policy/procedure is ready to post to our committee webpage. | | TBA |
| ISP 360 Credit for Prior Learning (CPL) | Chris/Sarah/DW/Dru | Chris is now ready to review the policy with the ISP subcommittee. Need a report back date. | | Winter 2023 |
| ISP 461 Registration Restrictions | Chris | This policy is ready for the second read at College Council on March 1. | | March 8 |
| ISP 490 Catalog Designation for Graduation Requirements | Chris/Sarah | This policy is currently under review. | | February 23 |
| ISP 491 Residency Requirement for Graduation | Chris/Sarah | This policy is currently under review. | | February 23 |
| ISP 493 First Year Experience (FYE) as a Graduation Requirement | Chris/Sarah/DW  Tara Sprehe | Tara, Dustin Bare, Felicia Arce, and Makayla Blackburn returned to share their revisions. Suggestions were provided and questions asked by all. The committee agreed that a procedure needs to be created before this new policy moves forward. Tara will follow up and return with a procedure for ISP review. | | Winter 2023 |
| ARC/ISP 640 Academic Accommodations Policy and Procedure | Jennifer | This policy/procedure is ready to be posted to the shared committee webpage. | | TBA |
| ARC/ISP 642 Personal Audio and Video Recording Policy and Procedure | Jennifer | This policy/procedure is ready for the second read at College Council on March 1. | | March 8 |
| ISP 650 Research Involving Human Subjects | Tory | The policy, procedure and associated forms are ready for a second read at College Council on March 1. | | March 8 |
| Posthumous Degree | Jennifer/Chris/  Sarah/Jackie | The subcommittee will create a new ISP. | | TBD |
| **Upcoming Meeting Dates** | **Start Time** | **End time** | **Location** | |
| February 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> | |

|  |  |
| --- | --- |
| **MEMBERS** | Jennifer Anderson, Tory Blackwell, Armetta Burney, Lars Campbell, Ryan Davis, Taylor Donnelly, 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)

May 25, 2018 ISP 390 Work-Based Learning (Cooperative Work Experience)

May 10, 2019 ISP 380 Acceptance of Credit

May 10, 2019 ISP 392 Contractual Relationships with Organizations Not Regionally Accredited