**INSTRUCTIONAL STANDARDS & PROCEDURES MEETING AGENDA**

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

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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**(March 1) | Sue | 5 min | ISP 150 Online Hybrid, and Remote Courses Policy – 1st ReadISP 280 Grading Policy – 2nd ReadISP 461/461P Registration Restrictions Policy/Procedure – 2nd Read \*ISP 650/650P Research Involving Human Subjects Policy/Procedure – 2nd ReadARC/ISP 642 Personal Audio and Video Recording Policy – 2nd Read\****Feedback received for ISP 461P and updates made****.* |
| **Upcoming College Council** (March 15) | Sue | 5 min | ISP 150 Online Hybrid, and Remote Courses Policy – 2nd Read |
| **Upcoming Presidents’ Council** (March 12) | Sue | 5 min | ISP 280 Grading Policy – 1st ReadISP 461/461P Registration Restrictions Policy/Procedure – 1st ReadISP 650/650P Research Involving Human Subjects Policy/Procedure – 1st ReadARC/ISP 642 Personal Audio and Video Recording Policy – 1st Read |
| **ARC Liaison Report** | Jennifer | 5 min | Update |
| **Old Items** | Chris Sarah | 15 min15 min  | ISP 360 Credit for Prior Learning (CPL) PolicyISP 360P Credit for Prior Learning (CPL) ProcedureISP 491 Residency Requirement for Graduation |
| **New Items** | Sue | 5 min | Do we keep the last winter term meeting during the Final Week? |

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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 | 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.  | Spring Term |
| ISP 164 Class Cancellation Guidelines | Jennifer/Sue | This policy is currently under review. | April 12 |
| 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 was brought forward to share with the committee. The subcommittee will apply the DEI Framework Tool and continue review.  | TBA |
| ISP 261 Math Placement Information in Career Technical Degrees | Scot/Jennifer/Sarah | This policy was brought forward to share with the committee. The subcommittee will apply the DEI Framework Tool and continue review.  | TBA |
| ISP 270 Testing Center Procedures for Faculty Assigning Exams | Jennifer/Tory | This policy will come back spring term.  | Spring 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 return to review his updates to the policy with the committee.  | March 8 |
| 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 | Sarah shared their review progress so far. The subcommittee will apply the DEI Framework Tool. This policy will return when another review is ready to present.  | TBA |
| ISP 491 Residency Requirement for Graduation | Chris/Sarah | Sarah shared their review progress so far. The subcommittee will apply the DEI Framework Tool. This policy will return when another review is ready to present.  | TBA |
| ISP 493 First Year Experience (FYE) as a Graduation Requirement | Chris/Sarah/DWTara 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 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**  |
| March 22April 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, 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