**INSTRUCTIONAL STANDARDS & PROCEDURES MEETING AGENDA**

**Date**: April 12, 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**  (April 5) | Sue | 5 min | ISP 150 Online Hybrid, and Remote Courses Policy – 2nd Read |
| **Presidents’ Council Feedback**  (March 12) | Sue | 5 min | ISP 280 Grading Policy – 1st Read **\***  ISP 461/461P Registration Restrictions Policy/Procedure – 1st Read  ISP 650/650P Research Involving Human Subjects Policy/Procedure – 1st Read  ARC/ISP 642 Personal Audio and Video Recording Policy – 1st Read **\***  ***\*Request from the first read to clarify language.*** |
| **Upcoming Presidents’ Council**  (May 14) |  |  | ISP 150 Online Hybrid, and Remote Course 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 |
| **Old Items** | Chris  Sue | 15 min  5 min | ISP 280 Grading Policy  ISP 360 Credit for Prior Learning (CPL) Policy  ISP 360P Credit for Prior Learning (CPL) Procedure  ISP 491 Residency Requirement for Graduation Policy  ISP 493 First Year Experience (FYE) as a Requirement Policy |
| **New Items** | Jen  Sue | 15 min  5 min | ISP 164 Class Section Cancellation Policy  ISP 164 Class Section Cancellation Procedure  Cancelled the ISP Committee Meeting Scheduled During 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 second read at College Council on April 5. | | April 12 |
| 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 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 | At the first read at Presidents’ Council, a request was made to clarify language before the policy returns for the second read. The next Presidents’ Council is scheduled for May 14. | | April 12 |
| ISP 360 Credit for Prior Learning (CPL) | Chris/Sarah/DW/Dru | Before ISP 360 returns to the committee for further review, Chris will take the suggestions provided back to the subcommittee to finalize the review. | | April 12 |
| 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 progress so far. The subcommittee will continue review and apply the DEI Framework Tool to the policy before returning. | | TBA |
| ISP 491 Residency Requirement for Graduation | Chris/Sarah | Sarah shared their progress so far. The subcommittee will continue review and apply the DEI Framework Tool to the policy before returning. | | April 12 |
| ISP 493 First Year Experience (FYE) as a 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 642 Personal Audio and Video Recording Policy and Procedure | Jennifer | This policy/procedure is ready for the first read at Presidents’ Council. | | April 12 |
| ISP 650 Research Involving Human Subjects | Tory | The policy, procedure, and the associated forms are ready for a first read at Presidents’ Council. | | April 12 |
| Posthumous Degree | Jennifer/Chris/  Sarah/Jackie | The subcommittee will create a new ISP. | | TBD |
| **Upcoming Meeting Dates** | **Start Time** | **End time** | **Location** | |
| April 12 & 26  May 10 & 24 | 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