**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: April 12, 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 Feedback**  (April 5) | Sue | **ISP 150 Online Hybrid, and Remote Courses Policy** – No feedback received during the second read at College Council. This policy will move to the first read at Presidents’ Council. | |
| **Presidents’ Council Feedback**  (March 12) | Sue | **ISP 280 Grading Policy** – A request to clarify language was made at Presidents’ Council during the first read. The subcommittee will reexamine the policy before it returns for the second read.  **ISP 461/461P Registration Restrictions Policy/Procedure** – No feedback received during the first read, so this policy will return for a second read.  **ISP 650/650P Research Involving Human Subjects Policy/Procedure** – No feedback received during the first read, so this policy will return for a second read.  **ARC/ISP 642 Personal Audio and Video Recording Policy** – A request to clarify language was made at Presidents’ Council during the first read. | |
| **Upcoming Presidents’ Council**  (May 14) | Sue | **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** |  | **ISP 280 Grading Policy** – Feedback was shared to include some of the grading specifics which Chris provides before the Final Week. It was determined such information would be found within a procedure. The committee will move forward the policy to Presidents’ Council for the second read. **Follow up**: Chris will create **ISP 280P Grading Procedure** that includes information from the grading guides he provides to faculty at the end of the term. | |
| **Old Items Continued** | Chris  Sue | **ISP 360 Credit for Prior Learning (CPL) Policy** – Upon further review and discussion with the subcommittee and the Deans, Chris was ready to share the policy. As the state and regional accreditation standards have changed, students no longer need to limit the number of credit when seeking portfolio CPL credit, so it was decided to eliminate Standard 1 from the policy. Previously, Standard 7 was removed to eliminate the previous 12/3 requirements to receive CPL credit. The elimination of Standard 7 affected **ISP 491 Residency Requirements for Graduation Policy**. As a final update, the committee agreed to eliminate Standard 2 that CPL credit can be awarded for non-credit courses.  **ISP 360P Credit for Prior Learning (CPL) Procedure** – There was a previous request to combine the other two types of CPL credit (portfolio and the other for non-challenge exam/non-portfolio). Chris attempted to combine the two, but there was just enough difference between to keep them separate.  **ISP 491 Residency Requirement for Graduation Policy** – At our last meeting, Sarah brought forward this policy, but the changes made to **ISP 360** made a severe impact on **ISP 491**. The fact the 12/3 requirements for students receive CPL credit prior to this proposed change, CPL was not considered as a residency credits. If we eliminate the 12/3 requirements for **ISP 360**, that 25% would have allowed a student to completely fulfill a degree entirely with CPL. The big change to **ISP 491** is CPL including but not limited to Advanced Placement, transfer credit, CCC administrative assessments or any other credit not earned at CCC ***do not count as residency****.*  **ISP 493 First Year Experience (FYE) as a Requirement Policy** – Tara reached out to the ISP Committee to share that the subcommittee is pausing (probably indefinitely) their attempts to require FYE. | |
| **New Items** | Jen | **ISP 164 Class Section Cancellation Policy** – Updates were made to separate standards from procedures. Removal of "guidelines" from the title. Clarification that the policy applies to specific class sections, not entire courses. Goal to cancel class sections at least one week before the start date, if feasible. Factors like low enrollment and course necessity were detailed as considerations for cancellations. Concerns were raised about changing section numbers after a term starts, potentially causing issues in Moodle. Early communication of potential cancellations to students was discussed but may not need formal inclusion. The revised policy was agreed upon. Drew will review the procedure document for completeness. Jen Miller to ensure instructors are notified immediately upon section cancellation. Drew to review the procedural document. Beth suggested course scheduling should review the procedure to which Sue agree. The policy will move forward pending final review. Jen Miller to finalize revisions and coordinate with Drew for procedural review.  **Cancelled ISP Committee Meeting Scheduled During the Final Week** – Sue made the decision to cancel the meeting at the end of the Final Week, and Beth sent the cancellation notice. | |
| **Review for Next Meeting** | Sue | * Ready for the first read at College Council - (May 3) * **ISP 164/ISP 164P Class Section Cancellation Policy/Procedure** * **ISP 360/ISP 360P Credit for Prior Learning (CPL) Policy/Procedure** * **ISP 491 Residency Requirement for Graduation Policy** * Ready for the next 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 * **ISP 493 First Year Experience (FYE) as a Requirement Policy** – This proposed policy is pausing, probably indefinitely. * **Scheduled ISP Meeting During the Final Week** – The June 14 meeting was cancelled. | |
| * **Present:** Tory Blackwell, Armetta Burney, Ryan Davis, Taylor Donnelly, Jackie Flowers, Sue Goff (Chair), Beth Hodgkinson (Recorder), Jen Miller, Leslie Ormandy, Scot Pruyn, Chris Sweet, DW Wood * **Guest**: Makayla Blackburn * **Absent**: Jason Kovac, Jennifer Anderson, Lars Campbell, Kara Leonard, Melinda Nickas, David Plotkin, Sarah Steidl, Dru Urbassik, ASG representative | | | |
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| **Upcoming Meeting Dates** | **Start Time** | **End time** | **Location** |
| April 26  May 10 & 24 | 8:00 a.m. | 9:30 a.m. | <https://clackamas.zoom.us/j/4107104682> |