**INSTRUCTIONAL STANDARDS & PROCEDURES MEETING AGENDA**

**Date**: April 26, 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 |  |  |
| **Upcoming College Council**  (May 3) | Sue | 5 min | ISP 164 Class Section Cancellation Policy – 1st Read  ISP 164P Class Section Cancellation Procedure – 1st Read  ISP 360 Credit for Prior Learning (CPL) Policy – 1st Read  ISP 360P Credit for Prior Learning (CPL) Procedure – 1st Read  ISP 491 Residency Requirement for Graduation Policy – 1st Read |
| **Upcoming Presidents’ Council**  (May 14) | Sue | 5 min | 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 |
| **Old Items** | Scot/Jennifer/ Sarah | 10 min  10 min | ISP 260 Placement Assessment Policy  ISP 261 Math Placement Information in Career Technical Degrees Policy |
| **New Items** | Jennifer & Tory | 20 min | ISP 270 Testing Center Procedures for Faculty Assigning Exams Policy  ISP 270P Testing Center Procedures for Faculty Assigning Exams Procedure |

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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 to forward to Presidents’ Council on May 14 for the first read. | | May 24 |
| 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 was brought forward with a new procedure to share with the committee. With committee suggestions and edits complete, this policy is ready to forward to College Council on May 3 for the first read. | | May 10 |
| 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. | | April 26 |
| 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. | | April 26 |
| ISP 270 Testing Center Procedures for Faculty Assigning Exams | Jennifer/Tory | This policy will come back spring term. | | April 26 |
| ISP 280 Grading | Chris | The policy’s language has been clarified and is ready to return to Presidents’ Council for the second read on May 14. | | May 24 |
| ISP 360 Credit for Prior Learning (CPL) | Chris/Sarah/DW/Dru | This policy has been finalized and is ready to forward to College Council on May 3 for the first read. | | May 10 |
| ISP 461 Registration Restrictions | Chris | This policy has been is finalized and is ready to forward to Presidents’ Council on May 14 for the second read. | | May 24 |
| 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 | This policy has been finalized and is ready to forward to College Council on May 3 for the first read. | | May 10 |
| ISP 493 First Year Experience (FYE) as a Requirement | Chris/Sarah/DW  Tara Sprehe | The subcommittee has asked the potential new ISP to pull the potential ISP policy as it is on hold indefinitely at this point. | |  |
| ARC/ISP 642 Personal Audio and Video Recording Policy and Procedure | Jennifer | This policy/procedure is ready for the second read at Presidents’ Council on May 14. | | May 24 |
| ISP 650 Research Involving Human Subjects | Tory | The policy, procedure, and the associated forms are ready for the second read at Presidents’ Council on May 14. | | May 24 |
| Posthumous Degree | Jennifer/Chris/  Sarah/Jackie | The subcommittee will create a new ISP. | | TBD |
| **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> | |

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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