**INSTRUCTIONAL STANDARDS AND PROCEDURES COMMITTEE MINUTES**

**Date**: April 26, 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 |  |
| **Upcoming College Council**  (May 3) | Sue | Several items are pending from the previous College Council meeting, scheduled on April 19, which was canceled. These policies and procedures are scheduled for the first read on May 3. Sue will ensure we have representation in order for ISP to remain on the agenda.  **ISP 164 Class Section Cancellation Policy**  **ISP 164P Class Section Cancellation Procedure**  **ISP 360 Credit for Prior Learning (CPL) Policy**  **ISP 360P Credit for Prior Learning (CPL) Procedure**  **ISP 491 Residency Requirement for Graduation Policy** |
| **Upcoming Presidents’ Council**  (May 14) | Sue | The Presidents’ Council scheduled for April 9 was canceled. The following policies and procedures will be moved to the next scheduled meeting on 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 |
| **Old Items** | Scot/Jennifer/  Sarah | **ISP 260 Placement Assessment Policy** – Scot clarified that only required prerequisites necessitate secure placement, not recommended ones. He revised wording for clearer use of multiple measures in placement. The placement methods after consulting with relevant staff. He added the "placement intake form" as a key tool for determining placement levels, and removed outdated references to CCC assessments. Scot reorganized placement methods, prioritizing prior coursework and GPA over test scores. The group agreed to standardize the term "placement intake form" across all documents.  **ISP 261 Math Placement Information in Career Technical Degrees Policy** – The title was clarified to focus on fulfilling math requirements through placement. Scot removed the term "placement scores" to align with ISP 260 updates. The course substitution language was removed as it is no longer part of current practice. All changes align with DEI principles by reducing barriers for students with alternative ways to demonstrate competency. The language emphasized the value of multiple measures in placement to reduce reliance on standardized tests. The changes will support dismantling the "one right way" approach to demonstrating knowledge. |
| **New Items** | Jennifer/Tory | **ISP 270 Testing Center Procedures for Faculty Assigning Exams Policy** – Jennifer shared the updated document, highlighting changes made to the title and summary. The title was updated to clarify that the Testing Center is used primarily for proctored exams. The summary was revised to simplify language and make it more inclusive by referring to all CCC Testing Centers without specifying locations. A new clause was included to emphasize that faculty should provide the required exam materials to maintain the integrity of the exam process. The group discussed and agreed on the need to standardize language across the document to avoid confusion and ensure consistency.  **ISP 270P Testing Center Procedures for Faculty Assigning Exams Procedure** – Jennifer Anderson led the review of the procedure document, aligning the title and summary with the updated policy, clarifying faculty steps when using the Testing Center, and emphasizing testing integrity. A new point was added specifying that the Testing Center will destroy unused exam materials by the end of the term. Tory Blackwell added hyperlinks to relevant documents and the Testing Center page for easier access. He reviewed the DEI Framework, which was applied to ensure that proctoring services are accessible to all students, particularly those requiring accommodations and online learners. Transparency and clear communication between faculty and students regarding testing arrangements were highlighted. Concerns were raised about proctoring availability outside regular hours for online students and those needing accommodations. The group discussed ensuring policies are applied consistently to avoid barriers for underrepresented students. The group considered whether to retain old review dates in policy documents and suggested including the original adoption date for historical context. |

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| **Review for Next Meeting** | Sue | * The following documents are 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** * The following documents are 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 * The following policies and procedures reviewed today will be added to the next College Council on May 3 for the first read. Lars Campbell volunteered to represent if needed. * **ISP 260 Placement Assessment Policy** * **ISP 261 Math Placement Information in Career Technical Degrees Policy** * **ISP 270/270P Testing Center Procedures for Faculty Assigning Exams Policy/Procedure** * **Future Agenda Items and Meeting Schedule** – All of the policies due for a five-year review are in process, except **ISP 160 Course Outline & Syllabus Information**, which we will hold off until the next year. | |
| * **Present:** Jennifer Anderson, Tory Blackwell, Armetta Burney, Lars Campbell, Ryan Davis, Taylor Donnelly, Sue Goff (Chair), Beth Hodgkinson (Recorder), Kara Leonard, Jen Miller, Melinda Nickas, Leslie Ormandy, Scot Pruyn, DW Wood * **Absent**: Jason Kovac, David Plotkin, Sarah Steidl, Chris Sweet, Dru Urbassik, Jackie Flowers, ASG representative | | | |
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| **Upcoming Meeting Dates** | **Start Time** | **End time** | **Location** |
| May 10 & 24 | 8:00 a.m. | 9:30 a.m. | <https://clackamas.zoom.us/j/4107104682> |