**INSTRUCTIONAL STANDARDS & PROCEDURES (ISP) COMMITTEE AGENDA**

**Date**: October 11, 2024 | **Time**: 8 to 9:30 a.m. | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **Topic/Item** | **Facilitator** | **Time** | **Key Points and Expected Outcome** |
| **Welcome** | Sue |  | New Members |
| **Orientation to ISP** | Sue | 30 min | How ISP Functions  ISP Norms  New Shared Governance Structure  New Approval Processes |
| **Presidents’ Council Feedback**  (June 4) |  | 5 min | ISP 150 Online Hybrid, and Remote Course Policy |
| **Outstanding ISPs** | Sue | 5 min | ISP 164 Class Section Cancellation Policy & Procedure  ISP 260 Placement Assessment Policy  ISP 261 Fulfilling Math Requirements in Career and Technical Degrees or  Certificate Programs Policy  ISP 270 Testing Center for Faculty Assigning Proctored Exams Policy/Procedure  ISP 360 Credit for Prior Learning (CPL) Policy/Procedure  ISP 491 Residency Requirement for Graduation Policy |
| **New Items** | Sue | 20 min | Curriculum Office – Updated Appendices   * ISP 280A Grading * ISP 360A Non-Challengeable Course List   Graduation Services – Updated Appendices   * ISP 371A Advanced Placement (AP) Chart * ISP 374A DANTES Subject Standardized Tests (DSST) Chart   ISP Summary Document/Fall Term Communication: Beth – Sending Week 3  Goals for 2024-25  Upcoming Meeting: Policies Ready for Five-Year Review |

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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 the 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 will be reviewed next academic year. | | Fall 2024 |
| ISP 164 Class Cancellation Guidelines | Jennifer/Sue | | This policy and the new procedure are ready to forward to College Council on June 7 for the second read. | | Fall 2024 |
| 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. | | Fall 2024 |
| ISP 260 Placement Assessment | Scot/Jennifer/Sarah | | This policy is ready to go College Council on June 7 for the second read. | | Fall 2024 |
| ISP 261 Math Placement Information in Career Technical Degrees | Scot/Jennifer/Sarah | | This policy is ready to go College Council on June 7 for the second read. | | Fall 2024 |
| ISP 270 Testing Center Procedures for Faculty Assigning Exams | Jennifer/Tory | | This policy is ready to go College Council on June 7 for the second read. | | Fall 2024 |
| 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. Chris will create a procedure to accompany the policy. | | May 24 |
| ISP 360 Credit for Prior Learning (CPL) | Chris/Sarah/DW/Dru | | This policy is ready to go College Council on June 7 for the second read. | | Fall 2024 |
| 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 | | Chris and Sarah shared their progress so far. The policy will return once they apply the DEI Framework. | | Fall 2024 |
| ISP 491 Residency Requirement for Graduation | Chris/Sarah | | This policy is ready to go College Council on June 7 for the second read. | | 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 | | This ISP will be revisited during the next academic year. | | 2024-25 |
| **Upcoming Meeting Dates** | | **Start Time / End time** | | **Location** | |
| **Fall Term**: October 11 & 25, November 8 & 22  **Winter Term**: January 10 & 24, February 14 & 28, March 14  **Spring Term**: April 11 & 25, May 9 & 23 | | 8 to 9:30 p.m. | | <https://clackamas.zoom.us/j/4107104682> | |

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| **MEMBERS** | Jennifer Anderson, Tory Blackwell, Armetta Burney, Mark House, Lars Campbell, Ryan Davis, Jackie Flowers, Sue Goff (Chair),  Beth Hodgkinson (Recorder), Kara Leonard, Thomas Frank, Jen Miller, Melinda Nickas, Leslie Ormandy, David Plotkin, Scot Pruyn, Lupe Martinez, Forrest Carter, Sarah Steidl, Chris Sweet, Dru Urbassik, DW Wood, ASG Representative |

***Remaining Polices—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

April 24, 2020 ISP 171 Academic Use of CCC Brand and Logo

April 24, 2020 ISP 481 Recognition of Academic Excellence