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

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

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| **Orientation to ISP** | **ISP Norms** – Sue Goff shared committee norms from last year and requested feedback.  The idea of “assuming positive intent while acknowledging impact” highlights the significance of understanding how our words influence others.  Members provided suggestions to improve clarity. We will finalize the norms in our next meeting.  **How ISP Works** - The ISP committee adheres to a five-year review cycle for the Instructional Standards and Policies (ISPs).  This process updates and adjusts policies to address emerging issues or external requests, such as changes related to Open Educational Resources.  During the review, we ensure current practices, correct grammar, and identify and fix gaps.  **New Shared Governance Structure** – Sue discussed the transition to a new structure at the college, which is expected to be overseen by the Teaching and Learning Council. David Plotkin discussed ongoing efforts to establish clear connections and anticipates additional feedback in the upcoming weeks, highlighting the importance of collaboration and alignment.  **New Approval Process** – David outlined the next steps for the ISP committee, emphasizing the need for a proposal to identify aspects that the committee could operate independently and those that will require oversight for review and approval from the Teaching and Learning Council.  Sue emphasized the importance of aligning with the Teaching and Learning Council for ongoing committee processes. She explained that the ISP review cycle can vary, indicating that changes could be minor or significant. Sue suggested creating a subcommittee to draft a proposal for approvals to share at the next ISP meeting. | | |
| **Presidents’ Council Feedback**  June 4, 2024 | **ISP 150 Online, Hybrid, and Remote Courses** – No feedback or changes requested at the second read. | | |
| **Outstanding ISPs** | The following policies completed their second review at College Council; however, they did not go through the final approval process at Presidents’ Council because the 2023-24 academic year was nearing its end. With the newly redesigned Shared Governance launch at the college in fall 2024, Presidents’ Council will no longer convene, effective spring 2024. These policies will remain pending until the committee establishes a new approval process within the new Shared Governance structure.  ISP 164/164P Class Section Cancellation  ISP 260 Placement Assessment  ISP 261 Fulfilling Math Requirements in Career and Technical Degrees or Certificate Programs  ISP 270/270P Testing Center for Faculty Assigning Proctored Exams  ISP 360/360P Credit for Prior Learning (CPL)  ISP 491 Residency Requirement for Graduation | | |
| **Old Items** | **Updated Appendices** – The following appendices related to annual course changes and alternative ways to earn college credit and are available on our webpage.   * **Curriculum Office**    + ISP 280A Grading   + ISP 360A Non-Challengeable Course List   • **Graduation Services**  - ISP 371A Advanced Placement (AP)  - ISP 374A DANTES Subject Standardized Tests (DSST)  Sarah Steidl shared the external exams for college credit, including the International Baccalaureate (IB) and College Level Examination Program (CLEP).  She highlighted students can take Advanced Placement (AP) exams for college credit and mentioned the need for continuous updates to their credit acceptance policy.  **ISP Summary Document/Fall Term Communication** – Sue emphasized the challenges of informing faculty about changes in Instructional Standards and Procedures.  To improve communication, Beth prepares a summary document that outlines the changes and updates from the previous academic year, including the links to the policy and/or procedure. The plan is to communicate during the second or third week of the fall term. The timing aims to prevent overwhelming faculty with information during the first week of the new academic calendar, allowing them to focus on the latest updates to college policies. Additionally, Sue noted that Chris references the Instructional Standards and Procedures in his end-of-term communications, which further helps raise awareness among faculty.  **Goals for 2024-25** – Sue shared the committee’s main goals: keeping up with the 5-year review cycle, improving DEI processes, and enhancing communication.  She suggested adding a goal for establishing our committee’s updated process within the new shared governance. We will review and finalize goals at a future meeting.  **Upcoming Meeting: Policies Ready for Five-Year Review** – Sue discussed reviewing their five-year review cycle, including last year's progress and any unfinished work. | | |
| **Review for Next Meeting** | * **Revise Norms** – At the next meeting, Sue will review an updated version and finalize with the committee. * **New Approval Process** – Sue will meet with the subcommittee to draft a proposal outlining which functions of the ISP committee require oversight and approval from the Teaching and Learning Council and those the committee can adopt without. The draft proposal will return for discussion and feedback. * **ISP 150 Online, Hybrid, and Remote Courses** – The updated policy was added to our webpage August 2024. Beth will include the adoption date, October 11, 2024. * **ISP Appendices** – The updated appendices from the Curriculum Office and Graduation Services will be available on our webpage. * **ISP Summary Document/Fall Term Communication** – Beth will finalize the summary document and distribute it by the third week of the fall term. * **Goals for 2024-25** – At the next meeting, Sue will review an updated version and finalize with the committee. * **Five-Year Review** – The committee will compile and discuss any outstanding tasks from and identify upcoming policies for the five-year cycle and establish a timeline for review. | | |
| * **Present:** Jennifer Anderson, Tory Blackwell, Forrest Carter, Ryan Davis, Thomas Frank, Sue Goff (Chair), Kara Leonard, Lupe Martinez, Jen Miller, Melinda Nickas, Leslie Ormandy, David Plotkin, Scot Pruyn, Sarah Steidl, Chris Sweet, Dru Urbassik, DW Wood * **Absent**: Armetta Burney, Lars Campbell, Jackie Flowers, Beth Hodgkinson (Recorder), ASG Representative | | | |
| **Upcoming Meeting Dates** | | **Start Time / End Time** | **Location** |
| **Fall Term**: October 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> |