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

**Date**: October 25, 2024 | **Time**: 8 to 9:30 a.m. | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **Old Business** | **ISP Summary Document/Fall Term Communication** – Sue Goff shared that Beth sent the ISP fall term communication to the college community, informing faculty and staff about college of instructional policies and procedures. **Finalize Goals for 2024-25** - The committee established key goals for the year to continue the five-year review cycle, improve the DEI framework, enhance communication, involve students in the committee’s work, and establish the committee’s new approval process under the new Shared Governance structure.**Teaching and Learning Council Relationship** – Sue wanted to revisit the new Shared Governance structure and the proposal that the Teaching and Learning Council oversee the ISP committee, and members agreed to this placement.  Sue mentioned that David, the Teaching and Learning Council co-chair, included questions for the committee regarding work that did not need Council approval.1. What work do we do that does not require oversight or approval from the Council?
2. What work needs some form of oversight or control from the Council?
3. What work might require further oversight beyond the Teaching and Learning Council, such as from

Shared Governance group or even the board?**New Approval Process Subcommittee Report** – Sue met with the subcommittee to review the current approval process of the ISP committee.  They drafted a preliminary document, a chart outlining their proposal to discern minor and significant changes that may require oversight from the Teaching and Learning Council.  They considered whether certain aspects might need additional review by groups beyond the Council.  Sue noted additional feedback and suggestions that needed further clarification.  The goal is to establish clear decision points that will guide the Teaching and Learning Council in overseeing changes related to the ISP committee.**ISPs in Process: Update Status** * **ISP 160 Course Outline & Syllabus Information** – With the new developments in syllabus templates from Online Learning and Educational Technology (OLET), the Teaching and Learning Council, and the Full-Time Faculty Association.
* **ISP 181 Related Instruction** – Dru Urbassik shared plans to update the policy as further work in winter and will make progress on the project this year.
* **ISP 280P Grading** – Last year after Chris updated the grading policy, there was a request to create a procedure. Chris plans to transform the end-of-term grading reminder email into a procedure, which will be beneficial and will accompany the policy.
* **ISP 490 Catalog Designation for Graduation Requirements** – This policy is awaiting a final review using the DEI framework.
* **Posthumous Degree** – There has been interest in creating an award for deceased students who have met most or all the requirements to receive a posthumous degree. Sarah shared examples she recently found and will lead a newly created subcommittee that will include Jen and Lupe.
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| **Outstanding ISPs**  | These policies will remain pending until the committee establishes a new approval process within the 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  |
| **New Business** | **NEW Proposed ISPs** * Career Technical Education (CTE) Program Advisory Committee - Subcommittee: Sue/Armetta
* Artificial Intelligence (AI) - Subcommittee: DW/Lupe/Jackie/Leslie

**ISPs Due for Five-Year Review** – The following ISPs have identified a lead and the subcommittee who will complete review.ISP 171 Academic Use of CCC Brand and Logo Policy (Ryan/Lars)ISP 370 Advanced College Credit (ACC) Policy (Scot/Dru)ISP 380 Acceptance of Credit Policy (Kara/Sarah/Chris)ISP 390 Work-Based Learning Policy (Jen/Ryan/Forrest/Ada)ISP 392 Contractual Relationships with Organizations Not Regionally Accredited (Dru/Sarah)ISP 481 Recognition of Academic Excellence (Chris) |
| **Review for Next Meeting** | * **Teaching and Learning Council Relationship** – Identify the type of approvals or adoptions the ISP Committee can make internally, and which will need additional review and/or feedback from the Teaching and Learning Council or additional groups under the new Shared Governance structure.
* **New Approval Process Subcommittee Report Review Process** – Work to finalize the process to present to the Teaching and Learning Council. Once finalized, we will need to review and update the ISP Charter.
* **ISP 160 Course Outline & Syllabus Information** – The subcommittee will be called together.
* **ISP 181 Related Instruction** – Further work scheduled during the winter term.
* **ISP 280P Grading** – A procedure will be created to accompany the policy.
* **ISP 490 Catalog Designation for Graduation Requirements** – Final review using the DEI framework will complete the review
* **Posthumous Degree** – The subcommittee will draft a new policy and procedure.
* **New: Career and Technical Education (CTE) Program Advisory Committee** – The subcommittee will draft the new policy and procedure.
* **New: Artificial Intelligence (AI)** – The subcommittee will draft a new policy and procedure.
* **Five-Year Review** – Subcommittees are formed for upcoming review. Beth will send ISP documents to the assigned subcommittees and add them to our progress grid. Next meeting we will ask subcommittees for report back dates.
* **ISPs DEI Framework Review** – Next meeting have Tory and Jen demonstrate how the committee reviews policies and procedures with our DEI Lens.
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| * **Present:** Tory Blackwell, Armetta Burney, Lars Campbell, Forrest Carter, Ryan Davis, Ada Echevarria, Jackie Flowers, Sue Goff (Chair), Beth Hodgkinson (Recorder), Mark House, Kara Leonard, Lupe Martinez, Jen Miller, Melinda Nickas, Leslie Ormandy, Scot Pruyn, Sarah Steidl, Chris Sweet, Robin Tarter, Dru Urbassik, DW Wood
* **Absent**: Jennifer Anderson, Craig Connors, Thomas Frank, David Plotkin, ASG Representative
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| **Upcoming Meeting Dates** | **Start Time / End Time** | **Location** |
| **Fall Term**: 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> |