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

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

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| **Old Business** | **New Approval Process Subcommittee Report** – The subcommittee proposed a process to approve policies under the new Shared Governance structure discussed in a previous meeting.  Sue presented a flowchart entitled ISP Committee Shared Governance Adoption Process.  She provided updates and feedback from the subcommittee on the proposed process, which outlines different levels of approval, ranging from minimal changes to significant alterations that require input from the Teaching and Learning Council.  Before finalizing any policy, the committee must gather feedback from relevant groups, such as the Curriculum Committee.  They agreed for consensus rather than voting on adoptions. After finalizing the approval process, they will review the charter. The committee discussed how to present policies to the Teaching and Learning Council, with Sue recommending that the Council consider policies at each meeting. The New Approval Process Subcommittee will present the proposal to the Teaching and Learning Council and await their feedback. **ISP/DEI Framework Process Reviewed** – Tory discussed using the DEI framework for ISP committee materials, including a worksheet to help members review and document their discussions.  The worksheet consists of three parts: framework information, questions or potential biases identified during the policy and/or procedure review, and documentation of discussions to resolve and eliminate potential biases raised during the review. Tory emphasized that the worksheet is designed to encourage members to think beyond the checklist of questions and consider other important issues.  Jen added that the relevance of the questions depends on the individual ISP and the issues it raises.  They provided an example of using the worksheet for the Study Away Policy review.  Tory explained that reviewing a document involves making individual comments first and then discussing those comments as a group. Each person looks at the document before the discussion. The committee discussed the importance of integrating the discussion of the DEI framework into ISP policies and procedures to address bias and white supremacy culture. A checklist is a potential solution to ensure consistency in the process.  Sue and Tory discussed the need to continue working on this aspect and said they could focus on this in the winter term.  **Check Subcommittee Assignments** – Sue led the discussion, focusing on the remaining dates for upcoming committee meetings and the tasks assigned to various members. Each subcommittee reported the estimated report back date. |
| **Outstanding ISPs**  | These policies will remain pending until the ISP Committee establishes a new approval process within the Shared Governance structure overseen by the Teaching and Learning Council.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  |
| **Review for Next Meeting** | * **New Approval Process Subcommittee Report** – The Approval Process subcommittee will forward our proposal to the Teaching and Learning Council and wait for their response. Sue will follow up to answer ISP approval process questions.
* **Next Steps to Consider Moving Forward – Effective Dates** – While policies often take effect at the start of the academic year, flexibility is needed for immediate changes due to external regulations. Members highlighted the need to review the charter and discuss effective dates in a future meeting.
* **ISP Committee Charter** – Once the ISP Committee’s new approval process is finalized, we will work to update the charter document.
* **DEI Framework Application Tool** – Tory will update this document by adding links to DEI resources and share with the committee. All subcommittees need to apply the DEI framework as part of their review before their report back date.
* **Subcommittee Assignments** – The policies scheduled for a five-year review will report back to the committee on a set date, which will be included on the November 22 agenda.
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| * **Present:** Tory Blackwell, Lars Campbell, Forrest Carter, Craig Connors, Ryan Davis, Sue Goff (Chair), Mark House, Kara Leonard, Lupe Martinez, Jen Miller, Leslie Ormandy, Scot Pruyn, Sarah Steidl, Chris Sweet, Robin Tarter, Dru Urbassik, DW Wood
* **Guests**: Aundrea Snitker
* **Absent**: Jennifer Anderson, Armetta Burney, Ada Echevarria, Jackie Flowers, Thomas Frank, Beth Hodgkinson (Recorder), Melinda Nickas, David Plotkin, ASG Representative
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| **Upcoming Meeting Dates** | **Start Time / End Time** | **Location** |
| **Fall Term**: November 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> |