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

**Date**: November 22, 2024 | **Time**: 8 to 9:30 a.m. | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **New Business** | **Proposed Instruction and Student Policies (ISP) Committee** – Sue proposed merging the Instructional Standards & Procedures (ISP) Committee with the former Access, Retention, and Completion (ARC) Committee into a single group, renaming the Instruction and Student Policies Committee better to represent its focus on instruction and student policies while retaining the same acronym (ISP) to promote an integrated approach and better collaboration.  The committee’s membership would consist primarily of full-time faculty members, with additional representatives from Student Services.  A co-chair model will be implemented, with one chair focusing on instruction and the other on student services.  The committee reached a consensus in favor of this proposal and agreed to start as the merged ISP Committee in the winter term.  Sue will update the decision-making chart to reflect the changes in the structure and share it at a future meeting.  Additionally, we discussed revising the charter and emphasizing the importance of student representation.  During our meeting, we utilized the ISP Committee Shared Governance Adoption Process flowchart within the new Shared Governance structure for the first time.  A committee member presented their policy review and received feedback from the committee. Sue raised two questions during the discussion.  She first asked whether the committee preferred to review the policy again, including the changes, or if they were comfortable adopting the policy as discussed, trusting the subcommittee lead to make the final revisions.  The committee agreed the lead could finalize the policy. |
| **Old Business** | **ISP 280P Grading** – Chris Sweet presented a new grading procedure. The procedure outlines the deadline for submitting grades, the method of submission through the self-service system, and the specific grading instructions provided by the registrar’s office before each term. During the meeting, the committee considered potential changes, including adding information about unreported grades and the process for changing a reported grade. They discussed including generic contact information for the Registrar’s Office. Chris will incorporate feedback received and return to share an updated version with the committee. **ISP 390 Work-Based Learning Cooperative Work Experience (CWE) *Request*** – Dru pointed out that the seminar hours included in ISP 390 are incorrectly listed as 16 hours, while state guidelines specify a requirement of only 10 to 12 hours per credit. Sue mentions that the seminar requirement comes from their institution, not the state.  Dru stressed the importance of aligning with state rules and will move forward to ensure this is corrected.  The committee agrees this is a significant issue and will consult with Dustin Bare, Christina Shepherd, and Jodi Stapleton for more input.  The subcommittee will incorporate Dru’s request to correct and align with the state guidelines in their upcoming review.  Dru will follow up to ensure all seminars include the correct hour range. **ISP 392/392A Contractual Relationships with Organizations Not Regionally Accredited** – Dru presented the updates to ISP 392, previously known as Contractual Relationships with Organizations Not Regionally Accredited. It now aligns with NWCCU’s renamed Contracts for Education-Related Services policy. The subcommittee decided to mirror the language from the NWCCU policy into ISP 392. As suggested by the committee, Dru will add information on the relationship between CCC and NWCCU to link it to the NWCCU policy and eliminate the need for an appendix.  Dru will update the policy based on feedback and bring an updated version to the committee for further review. **ISP 481 Recognition of Academic Excellence** – Chris proposed reducing the credit requirement from 6 to 4 credits to align with the ISP 480 Academic Standing Policy, while keeping the GPA requirements the same. The group agreed to clarify the cumulative GPA requirements for commencement honors. Chris will continue his review with the feedback received today and return with an updated version at a future meeting. Chris will incorporate feedback received and return to share an updated version with the committee.**ISP 490 Catalog Designation for Graduation Requirements** – Chris discussed the five-year policy regarding catalog requirements, highlighting that it is generous and aimed at supporting students.  Sarah agreed, mentioning that more students now have advisors, positively impacting their awareness of the policy.  Students can check the catalog for the year they started through Self Service. Additionally, the five-year policy does not affect students who remain continuously enrolled. Chris confirmed they revised the policy to align with current practices and reviewed it using the DEI framework. The committee decided that policies with minor changes could be adopted independently, without needing approval from the Teaching and Learning Council.  Based on the feedback received, Chris will make the necessary updates and send the final version to Beth for posting on our webpage.**Posthumous Degree** – Sarah proposed a policy to award degrees or certificates to students who pass away while enrolled at the college.  To qualify, students must meet the following criteria: they should have been actively enrolled for the last four terms, maintained a minimum GPA of 2.0, not be on academic probation, and be pursuing a degree or certificate. Students who completed at least 50% of their required credits could receive a posthumous award.  The committee discussed the need for a procedure to review each case rather than automatically awarding a degree.  “Honorary” may not be the best term for these awards; “posthumous” might be a more suitable choice. Sarah stated that the subcommittee reviewed the new policy using the DEI framework.  After incorporating the feedback received today, they will return the proposed policy to the committee for review before forwarding it to the Student Support Council. |
| **Outstanding ISPs**  | The newly merged ISP Committee, operating under the new Shared Governance structure, will adopt policies and procedures with minor changes independently, without approval from the Teaching and Learning Council. These documents, no longer pending adoption from the end of the last academic year, are ready to post on our webpage.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** | **• Proposed Instruction and Student Policies (ISP) Committee** – We welcomed the proposal to merge ISP and the former ARC, renaming it the Instruction and Student Policies Committee while retaining the same acronym. We will begin the winter term as the Instruction and Student Policies Committee.  Sue will return with the updated decision-making flowchart and focus on revising the charter soon.**• ISP 280P Grading** – Chris will incorporate feedback received and return with an updated version at a future meeting. * **ISP 390 Work-Based Learning Cooperative Work Experience (CWE) *Request*** – The subcommittee will incorporate Dru’s request to correct and align with the state guidelines in their upcoming review. Dru will follow up to ensure all seminars include the correct hour range.
* **ISP 392 Contractual Relationships with Organizations Not Regionally Accredited** – Dru will revise ISP 392 and eliminate ISP392A, to incorporate feedback received and clarify language from the college’s perspective. Dru will bring back the policy for further review with the committee.
* **ISP 481 Recognition of Academic Excellence** – Chris will incorporate feedback received and return with an updated version at a future meeting.
* **ISP 490 Catalog Designation for Graduation Requirements** – The committee determined that policies with minor changes can be adopted independently without the approval of the Teaching and Learning Council. With feedback received, Chris will make updates and send the final version to Beth to post on our webpage.
* **Posthumous Degree** – Sarah will seek the students’ perspectives from the Associated Student Government and John Ginsberg and consider adding a process before awarding the degree.  The subcommittee will return the proposed policy for further discussion and to confirm the use of language.  We will review the subcommittee’s work when they report back.  Once we finalize the policy, the ISP Committee will forward it to the Student Support Council.
* **Subcommittee Assignments** – For the policies up for their five-year review, each of the subcommittees announced a report back date to share their review accompanied with the DEI review documentation.
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| * **Present:** Jennifer Anderson, Tory Blackwell, Armetta Burney, Lars Campbell, Forrest Carter, Ryan Davis, Ada Echevarria, Thomas Frank, Sue Goff (Chair), Beth Hodgkinson (Recorder), Lupe Martinez, Jen Miller, Melinda Nickas, Leslie Ormandy, David Plotkin, Scot Pruyn, Sarah Steidl, Chris Sweet, Dru Urbassik, DW Wood
* **Guests**: Aundrea Snitker
* **Absent**: Craig Connors, Jackie Flowers, Mark House, Kara Leonard, Robin Tarter, ASG Representative
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| **Upcoming Meeting Dates** | **Start Time / End Time** | **Location** |
| **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> |