**INSTRUCTION & STUDENT POLICIES (ISP) COMMITTEE AGENDA**

**Date**: January 10, 2025 | **Time**: 8 to 9:30 a.m. | **Location**: Zoom | **Recorder**: Beth Hodgkinson

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Topic/Item** | **Facilitator** | | **Time** | | **Key Points and Expected Outcome** | | |
| **Old Business** | Scot  Kara, Sarah & Chris  Armetta & Sue  Sue | | 10 min  15 min  10 min  10 min | | * ISP 370 Advanced College Credit (ACC) * ISP 380 Acceptance of Credit * New CTE Program Advisory Committee * Instruction and Student Policies (ISP) Committee Update | | |
| **New Business** | Chris  Sue | | 5 min    5 min | | * ARC 402 Active Military Deployment and Withdrawal Re-Admission * ISP Charter Subcommittee | | |
| **FUTURE AGENDA ITEMS FOR MEETINGS--Committee’s Standards Review from Past Years with Progress Status:** | | | | | | | |
| **Policy/Procedure** | | **Subcommittee** | | **Progress Status** | | | **Report Back Date** |
| New Career and Technical Education (CTE) Program Advisory Committee | | Sue/Armetta | | A subcommittee has been formed to create a new policy. | | | Jan. 10 |
| New Artificial Intelligence (AI) | | DW/Lupe/Jackie/  Leslie/Robin | | A subcommittee has been formed to create a new policy. | | | May 9 |
| ISP 160 Course Outline & Syllabus Information | | Sue/DW/Leslie | | A subcommittee is reviewing documents related to ISP 160 as part of our five-year review. | | | Feb. 14 |
| ISP 164 Class Cancellation Guidelines | | Jennifer/Sue | | The committee will independently adopt policies and procedures with minor changes.  This policy, pending adoption from the end of the last academic year, can be posted on our webpage. | | | TBA |
| ISP 171 Academic Use of CCC Brand and Logo | | Ryan/Lars | | A subcommittee is reviewing documents related to ISP 171 as part of our five-year review. | | | TBD |
| ISP 181 Related Instruction | | Dru/Lars/Melinda | | The subcommittee is finalizing the form to guide the new related instruction process. The subcommittee will establish a pilot group to test the effectiveness of the process. | | | April 25 |
| ISP 260 Placement Assessment | | Scot/Jennifer/  Sarah | | The committee will independently adopt policies and procedures with minor changes.  This policy, pending adoption from the end of the last academic year, can be posted on our webpage. | | | TBA |
| ISP 261 Math Placement Information in Career Technical Degrees | | Scot/Jennifer/  Sarah | | The committee will independently adopt policies and procedures with minor changes.  This policy, pending adoption from the end of the last academic year, can be posted on our webpage. | | | TBA |
| ISP 270 Testing Center Procedures for Faculty Assigning Exams | | Jennifer/Tory | | The committee will independently adopt policies and procedures with minor changes.  This policy and procedure, pending adoption from the end of the last academic year, can be posted on our webpage. | | | TBA |
| ISP 280P Grading | | Chris | | With feedback received, Chris will make revisions and return with an updated version at a future meeting. | | | TBA |
| ISP 360 Credit for Prior Learning (CPL) | | Chris/Sarah/DW/  Dru | | The committee will independently adopt policies and procedures with minor changes.  This policy and procedure, pending adoption from the end of the last academic year, can be posted on our webpage. | | | TBA |
| ISP 370 Advanced College Credit (ACC) | | Scot/Dru | | A subcommittee is reviewing documents related to ISP 370 as part of our five-year review. | | | Jan. 10 |
| ISP 380 Acceptance of Credit | | Kara/Sarah/Chris | | A subcommittee is reviewing documents related to ISP 380 as part of our five-year review. | | | Jan. 10 |
| ISP 390 Work-Based Learning Cooperative Work Experience (CWE) | | Jen/Ryan/Forrest/  Ada | | A subcommittee is reviewing documents related to ISP 390 as part of our five-year review.  The subcommittee will incorporate Dru’s request to correct and align with the state guidelines in their review. Dru will follow up to ensure all seminars include the correct hour range. | | | Feb. 14 |
| ISP 392 Contractual Relationships with Organizations Not Regionally Accredited | | Dru/Sarah | | This policy will return to reflect feedback received to include clarifying language from the college’s perspective. Dru will eliminate the appendix and bring back the policy for further review. | | | TBD |
| ISP 481 Recognition of Academic Excellence | | Chris | | With feedback received, Chris will make revisions and return with an updated version at a future meeting. | | | TBA |
| ISP 490 Catalog Designation for Graduation Requirements | | Chris/Sarah | | The committee determined that policies with minor changes can be adopted independently without the approval of the Teaching and Learning Council. Chris will update the policy and send the final version to Beth to post on our webpage. | | | TBA |
| ISP 491 Residency Requirement for Graduation | | Chris/Sarah | | The committee will independently adopt policies and procedures with minor changes.  This policy and procedure, pending adoption from the end of the last academic year, can be posted on our webpage. | | | TBA |
| Posthumous Degree | | Sarah/Jen/Lupe | | This new proposed policy will be returned to the committee for further discussion and confirm the use of language. Once finalized, it will be forwarded to the Student Support Council for their review. | | | TBD |
| **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> | |

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

***Remaining Polices—in approval date order 2017 -2020:*** *Currently assigned out.*