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

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

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| **Old Business** | **ISP 370 Advanced College Credit (ACC) Policy** – Scot led a discussion about Advanced College Credit involving high school instructors, departments at Clackamas, and the Office of Educational Partnerships.  The review clarifies the responsibilities of each party, with a focus on the department’s role in deciding on credential and curriculum requirements for instructors.  There was confusion about the distinction between regular and sponsored dual credit and the required qualifications.  The committee reviewed instructor requirements across different disciplines and revised the language to better comply with state requirements, ensuring inclusiveness for all programs.  While reviewing, Scot and Dru discovered that the Oregon Administrative Rule (OAR) number associated with the policy had changed and included a link in the standard.  Scot asked if adding a link to the policy would be acceptable, and Jennifer suggested incorporating a reference section to include relevant links.  Sue recommended that the committee revisit the formatting standardization later to address this concern.  Scot will share the feedback from the committee with Dru, update the related documents, and apply the DEI framework before returning to the committee.**ISP 380 Acceptance of Credit Policy** – Chris shared the subcommittee’s recent review, highlighting changes such as the inclusion of regional accrediting bodies and the expansion of evaluation services for overseas transcripts. Kara considered adding additional guidelines to clarify that the college accepts courses with a grade of D or higher for credit transfer, as this is a common concern. The subcommittee completed its DEI framework review, which they plan to revisit. The subcommittee will continue their review and bring back at a future meeting. **CTE Program Advisory Committee Policy** – Armetta presented a proposed policy for Career and Technical Education (CTE) advisory committees. The state requirements mandate that organizations hold at least one advisory committee meeting each year to ensure programs align with industry needs. Sue emphasized the importance of having regular and effective advisory committee meetings for the programs. The subcommittee are working with the Curriculum Committee to enhance the advisory handbook's content, particularly regarding program changes and new courses. The handbook will include requirements on membership, processes, mission, vision, and values and provide information for agendas, minutes, and membership lists. The subcommittee will continue their work, review using the DEI framework, and return for further discussion. **Instruction and Student Policies (ISP) Committee Update** – Sue Goff provided an update on the Instruction and Student Policies Committee (ISP), which will combine existing efforts to create, review, and maintain instructional and student policies for the college. Discussions with key members from the Student Services and the Teaching and Learning Councils confirm their support for this initiative. The Student Services Council will finalize the merger and select a so-chair at an upcoming meeting to join in the effort to maintain instructional and student-facing policies.  |
| **New Business** | **ARC 402 Active Military Deployment Withdrawal and Re-Admission Policy** – Chris brought forward an Access, Retention, and Completion (ARC) policy needing to be updated. The policy requires an addition regarding the re-admission of deployed active military personnel. Chris suggested collaborating with faculty members to create a plan that ensures the student can return to good standing. Sue and Chris discussed the necessity of a policy addressing incomplete grades, which would apply to all students and could integrate into the existing grading policy. The college must retain all relevant documents if a student is deployed for several years. Chris will check the college’s Records Retention Schedule. Sue asked about the next steps for this policy, and Jennifer suggested that it be shared with the Student Services Council as an informational item, as it is a minor change. Beth will check with Chris to see if revisions are needed based on the Records Retention Schedule before she makes the necessary updates and will send the policy for review.**ISP Charter Subcommittee** – Sue needs a subcommittee to start reviewing the charter and update with a new lens on changes that we have discussed. Forrest and Jennifer will join Sue to begin the work.  |
| **Review for Next Meeting** | **• ISP 370 Advanced College Credit (ACC)** – Scot will share the feedback with Dru, make the necessary revisions, and apply the DEI framework before returning to the committee.* **ISP 380 Acceptance of Credit Policy** – The subcommittee will make further additions, rereview with the DEI framework, and bring back at a future meeting.
* **CTE Program Advisory Committee Policy** – Armetta and Sue will continue their work on this new policy, use the DEI framework to review, and return for further discussion.
* **Instruction and Student Policies Committee Update** – Continue the search for a co-chair from the student service side to complete the committee’s leadership structure. Initiate reviewing and updating the committee’s charter to align with its new focus and goals. As the necessary updates or changes arise, begin changing the policy prefixes from ARC to ISP.
* **ARC 402 Active Military Deployment Withdrawal Policy** – The next step is to share the policy with the Student Services Council as an informational item since it involves only a minor change.  Beth will check with Chris to see if revisions are needed based on the Records Retention Schedule before she makes the necessary updates and will send the policy for review.
* **Cougar PAUSE** – The upcoming “Cougar PAUSE” implementation will introduce an updated process for the Diversity, Equity, and Inclusion (DEI) Decision Making Framework. Sue will contact Casey to discuss organizing an upcoming training course for the committee on this new tool.
* **Policy Prefixes** – As updates or changes become apparent, Beth will begin transitioning the policy prefixes from ARC to ISP as they come up for review.  This project will continue throughout the spring term and into the summer, as Beth will not have the capacity to implement all the changes immediately.  We may adjust some aspects this year.  However, we will proceed with updating the charter and officially adopting the new name for the committee.
* **Subcommittee Assignments** – Contact Beth if you want to change your subcommittees report back date.
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| * **Present:** Jennifer Anderson, Aubrie Balkwill, Tory Blackwell, Armetta Burney, Lars Campbell, Forrest Carter, Ada Echevarria, Thomas Frank, Sue Goff (Chair), Beth Hodgkinson (Recorder), Kara Leonard, Lupe Martinez, Jen Miller, Leslie Ormandy, Scot Pruyn, Sarah Steidl, Chris Sweet, DW Wood
* **Guests**: Aundrea Snitker
* **Absent**: Craig Connors, Ryan Davis, Jackie Flowers, Mark House, Melinda Nickas, David Plotkin, Robin Tarter, Dru Urbassik, ASG Representative
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| **Upcoming Meeting Dates** | **Start Time / End Time** | **Location** |
| **Winter Term**: January 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> |