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

**Date**: February 28, 2025 | **Time**: 8 to 9:30 a.m. | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **Old Business** | **ISP 370P Advanced College Credit (ACC)** – Scot highlighted the changes made to the procedure, including the qualifications for dual credit in high school instructors. Sue suggested that Scot should use the full-time faculty contract as a reference and the language should be matched. Jennifer confirmed that Scot reviewed the proposed changes with the Office of Educational Partnerships to ensure the procedure aligned with their current practices. Scot and Dru applied their DEI framework review for the policy and procedure. The committee. Sue confirmed Scot could revise the procedure to match the contract’s language qualifications to teach for dual credit and adopt the policy and procedure with minor changes. Once Scot has finalized the procedure, he will forward to Beth to post on our webpage.  |
| **New Business** | **Update: Policies Subcommittee of the People and Culture Council** – Sue updated the committee on discussions within the policy subcommittee of the People and Culture Council regarding creating a central policy website and the potential standardization of policy formats across the college. She talked about the need to identify individuals or committees involved in policymaking and the possibility of changing the committee structure next year. Jennifer added that the Student Support Council supports policy consolidation and will share their recommendations for a co-chair and additional members to join the newly formed ISP Committee. Sue mentioned integrating the new DEI framework, Cougar Pause, to schedule how to apply once it is officially launched. Beth will follow up to schedule training for the committee. |
| **Review for Next Meeting** | **• ISP 370P Advanced College Credit (ACC)** – Scot will update the procedure to match the full-time faculty contract language regarding qualifications for dual credit instructors. Once finalized, Scot will send ISP 370P, and the policy and procedures can be posted to our webpage. * **Policies Subcommittee of the People and Culture Council** – The policy subcommittee of the People and Culture Council will continue to consider centralizing college policies and standardizing the format across the college. Their work will continue as they consider potential recommendations to come next year.
* **New DEI framework, Cougar PAUSE** – Beth will follow up on the status of the Cougar Pause DEI framework and potential training opportunities for the ISP Committee.
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| * **Present:** Jennifer Anderson, Aubrie Balkwill, Tory Blackwell, Armetta Burney, Lars Campbell, Forrest Carter, Ada Echevarria, Sue Goff (Chair), Beth Hodgkinson (Recorder), Kara Leonard, Lupe Martinez, Jen Miller, Melinda Nickas, Scot Pruyn, Sarah Steidl, Chris Sweet, DW Wood
* **Absent**: Craig Connors, Ryan Davis, Jackie Flowers, Thomas Frank, Mark House, Leslie Ormandy, David Plotkin, Robin Tarter, Dru Urbassik, ASG Representative
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| **Upcoming Meeting Dates** | **Start Time / End Time** | **Location** |
| **Winter Term**: March 14**Spring Term**: April 11 & 25, May 9 & 23 | 8 to 9:30 p.m. | <https://clackamas.zoom.us/j/4107104682> |