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

**Date**: March 14, 2025 | **Time**: 8 to 9:30 a.m. | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **Old Business** | **• ISP 181 Related Instruction** – Dru provided an update on ISP 181, highlighting recent revisions to the document. Key updates include removing AGS degree references and clarifying the physical education requirement for AAS degrees. Dru improved the language about the curriculum committee’s review process and a link to the new form for related instruction criteria. Once Dru has reviewed the policy using our DEI framework, she will return it to the committee for further consideration. Once finalized, the document will proceed to the Teaching and Learning Council as an informational item. |
| **New Business** | **• ISP 360A Non-Challengeable Course List** – Hyatt, a program director from the dental assistant program, expressed concerns about the non-challengeable course list and the importance of awarding credits for prior learning, which could impact the program’s accreditation through the Commission on Dental Accreditation.  Sarah clarified the purpose of the appendix, noting that it was created specifically for courses that students cannot challenge through an exam. The committee had previously implemented various policies to award credits for prior learning and decided to consolidate them into one comprehensive policy incorporating all credit accumulation assessment methods. The committee may not have considered a new title nor reviewed the appendix during that time. Sue suggested revisiting the policy related to the course list to ensure clarity. Chris mentioned that earning credit for industry certifications isn’t entirely new; it involves a different process.  Sarah has developed a new form she’s piloting to work with departments to address industry certification. When asked, Kari shared that there are current students in the program who would be eligible to receive credit for industry certification. Sue urged committee members to address this request promptly. Sarah will meet with Kari to address this new form related to industry certification. Kari will follow up with Dru to update the courses in the Dental Assistant program. Sarah, Dru, and Kara will update the appendix. Chris will review the policy to award credit for prior learning and ensure the appendix and the policy align. Sue used this opportunity to demonstrate how requests can influence the committee’s need to clarify and improve college policies.**• New Artificial Intelligence (AI)** – DW and Lupe presented the process related to a new policy addressing generative artificial intelligence, focusing on its alignment with the academic honesty policy. They emphasized that the policy does not dictate specific tools for instructors but is a high-level guideline. DW shared the progress, including a Google Doc with resources and an annotated bibliography. The subcommittee developed the policy using resources from other institutions and universities. The topic may be too broad and overlap with another policy. The Board assumes responsibilities, thereby reducing the need for additional work from the committee. We may consider revising the academic honesty policy by removing references to AI while promoting academic integrity and addressing intellectual property and personal information concerns. We need a more transparent policy on using AI in academic settings. We have agreed to present the draft policy to the Teaching and Learning Council for feedback and guidance on the appropriate policy level.  |
| **Review for Next Meeting** | **• ISP 181 Related Instruction** – Dru will return the policy to the committee once she applies the DEI framework. Once finalized, ISP 181 will move to the Teaching and Learning Council as an informational item. **• ISP 360A Non-Challengeable Course List** – Sarah and Kari will meet to use the new form for industry certification. Kari will follow up with Dru to update the Dental Assistant program courses. Sarah, Dru, Kara, and Chris will work together to update the appendix and review the policy to ensure they align.**• New Artificial Intelligence (AI)** – The subcommittee will finalize the new draft policy and send to Beth to send to the Teaching and Learning Council for feedback and guidance. |
| * **Present:** Jennifer Anderson, Tory Blackwell, Forrest Carter, Ryan Davis, Ada Echevarria, Sue Goff (Chair), Beth Hodgkinson (Recorder), Kara Leonard, Lupe Martinez, Jen Miller, Melinda Nickas, Leslie Ormandy, Sarah Steidl, Chris Sweet, Dru Urbassik, DW Wood
* **Guest**: Kari Hiatt
* **Absent**: Aubrie Balkwill, Armetta Burney, Lars Campbell, Craig Connors, Jackie Flowers, Thomas Frank, Mark House, David Plotkin, Scot Pruyn, Robin Tarter, ASG Representative
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| **Upcoming Meeting Dates** | **Start Time / End Time** | **Location** |
| **Spring Term**: April 11 & 25, May 9 & 23 | 8 to 9:30 p.m. | <https://clackamas.zoom.us/j/4107104682> |