**Clackamas Community College**

**Instructional Standards and Procedures Committee Charter**

**Mission/Charge**

The Instructional Standards and Procedures Committee (ISP) is the faculty-majority group responsible for the framework that supports the development and delivery of instruction at Clackamas Community College. Through shared collegial expertise and research, colleagues and administrators create and maintain the standards (the guiding principles and rules for what we do) and procedures (the processes we use to reach those principles) that apply to instructional matters across the college, including enrollment, coursework, and the completion of a degree or certificate. These standards and procedures provide information and processes for faculty, staff, and students.

The current collection of standards and procedures can be found online at <https://www.clackamas.edu/about-us/accreditation-policies/policies-and-procedures> These documents give guidance around key areas of collegiate instruction, named as follows: Instruction and Courses; Evaluation, Examination, and Placement; Earning Credit; Admissions, Enrollment, and Graduation; and Conduct, Safety, and Security. ISP works closely with the Access, Retention, and Completion Committee (ARC), and with the College Council as part of shared governance, and with Faculty Senate and President’s Council as needed, to ensure that the standards and procedures of the college reflect the best available instructional expertise and research. ISP also frequently consults with Associated Student Government and Faculty Senate, reflecting the centrality of students and faculty in all instructional matters.

The goal of ISP is to support successful instruction by creating, updating, and communicating useful and accessible material for the CCC community. By maintaining a current and comprehensive set of standards and procedures, ISP gives a shared framework of expectation and offers a source of answers, guidelines, and resources for everyone involved in instruction.

Last College Council Presentation: April 2, 2021

**Subcommittees and Processes**

There are no set subcommittees for ISP. Subcommittees are formed as needed to review and create standards and procedures.

**For existing standards and/or procedures:**

**Review and form subcommittee**. Standards and procedures are reviewed on a five-year cycle or as needed. At the beginning of each academic year, the committee assesses the standards and procedures that haven’t been revised for five years. After an overall discussion at a regular meeting session, members volunteer (or are nominated based on expertise) to look more closely at specific items on a subcommittee.

**Research and draft / revise.** The subcommittee works independently to gather information and input on the material for the standard and/or procedure. This phase may include researching best practices at other institutions; consulting with CCC faculty, staff, and students; and reviewing associated legislation or other external requirements. Within the academic year (the time frame varies depending on the complexity of the material), the subcommittee will draft new or revised documents, using the template format for all ISP standards and/or procedures.

**Discuss and incorporate feedback.** The full committee reads and discusses the standard and/or procedure. A revision is. then taken to College Council for additional discussion and feedback. The process is repeated for second readings and discussions with ISP and College Council. If these discussions end in irreconcilable differences of opinion, the ISP committee or College Council may bring the material to the attention of President’s council for resolution.

**Adopt and communicate.** Once College Council and the ISP committee have agreed to adopt the revised standard and/or procedure, it is added to the website where it can be accessed by the college community. Additionally, the most significant or relevant changes should be communicated to the people they are most likely to impact, including faculty, staff, and students. The ISP committee recorder and/or the registrar are primary communicators, with the understanding that members of the committee will also share information with colleagues and peers. If student representation has been minimal, additional steps should be taken to ensure the accessibility of important information (e.g., contacting the ASG office or updating the student handbook).

**For new standards and/or procedures:**

**Nominate topic or receive nomination and form subcommittee.** New topics for standards and/or procedures can be suggested by members of the committee or by other members of CCC. New topics may come from research or interaction with other institutions (including a formal “gap analysis”) or from a perceived need based on situations that arise on campus. The ISP committee may decide if the topic fits best within this committee’s purview and suggest another committee (such as the Access, Retention, and Completion Committee) Once the ISP committee has agreed that this topic supports the development and delivery of instruction, a subcommittee is formed and begins their work the same way as above.

**Research and draft.** This step is the same as above with the difference that materials are being newly drafted rather than revised from an existing standard or procedure. It may also take longer than a single academic year to complete this process, depending on the complexity of the topic.

**Discuss and incorporate feedback.** This step is the same as above.

**Adopt and communicate.** This step is the same as above with the difference that a new standard or procedure may need a more direct and deliberate announcement, since it is a beginning rather than a reminder or an update.

**Membership**

The ability of the ISP committee to support successful instruction depends on a faculty majority representing a broad spectrum of the divisions and departments at CCC, as well as additionally broad representation from the college as a whole. This allows for a two-way flow of ideas and information, with members able to bring colleagues’ concerns to committee meetings and to take committee conversations back out to colleagues. These connections are essential for shared expertise, shared expectations, and shared governance. Therefore, ISP Committee membership includes full- and part-time faculty, classified, administration and students.  The number and allocation of members should be as follows:

**PERMANENT MEMBERS**

Chairperson: Dean of Arts and Sciences

Recorder

Curriculum Office

Vice-President of Instruction and Student Services

Dean (or Associate) of Academic Foundations and Connections (AFAC)

Dean (or Associate) Technology, Applied Sciences, and Public Services (TAPS)

Dean, Institutional Effectiveness and Planning

**FACULTY THREE YEAR SERVICE TERMS**

This is the bulk of the committee, aiming for wide representation of full-time faculty from across the many areas of the college. There should be at least 9 full-time faculty members in ISP, keeping it a faculty-majority committee as specified in the FTF bargaining agreement. For the broadest representation, there could be as many as 16 full-time faculty members, with their service terms staggered on different three-year cycles.

**3-6 Full-Time Faculty members** from the Arts and Sciences division, representing broadly from the following areas: Art, Music, Communication Studies, Social Science, World Languages, Science, Engineering, Business, Computer Science, Horticulture

**3-5 Full-Time Faculty members** from the Academic Foundations and Connections division, representing broadly from the following areas: English, Skills Development, English for Speakers of Other Languages, Math, Library

**3-5 Full-Time Faculty members** from the Technology, Applied Sciences, and Public Services division, representing broadly from the following areas: Manufacturing, Automotive, Industrial Technology, Health Sciences, Criminal Justice, Human Services, Education, Fire Science, Apprenticeship, Customized Training

**NON-FACULTY THREE YEAR SERVICE TERMS**

Registrar or Director of Student Academic Support Services

Evaluations or Advising

**OTHER SERVICE TERMS:**

Part-Time Faculty Rep (must be employed by college during the term)

Classified Association Representative (2 year term)

ASG or other student representation (1 year or rotating term)

**Committee Information**

**Current Membership:** <http://webappsrv.clackamas.edu/committees/ISPC/>

**Meeting Schedule**: Meets on the second and fourth Fridays of each month from 8 - 9:30 a.m.

If you are interested in participating contact [sue.goff@clackamas.edu](mailto:sue.goff@clackamas.edu)

Updated: 10/12/2023