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

**Date**: January 24, 2025 | **Time**: 8 to 9:30 a.m. | **Location**: Zoom | **Recorder**: Beth Hodgkinson

|  |  |
| --- | --- |
|  |  |
| **Old Business** | **ISP 280P Grading Procedure** – Chris Sweet shared the revised grading procedure for ISP 280.  He outlined the process for faculty who miss the grade submission deadline, including follow-up from the administrative coordinator.  He mentioned that grades would be marked as “UG” or ungraded if not submitted.  It would be like receiving a “Y” or “W” because they would not earn credit.  Armetta asked about the impact of the financial aid on this situation, which Chris agreed to investigate further.  He noted that any grade changes made more than one year after the original submission require approval from the division Dean.  The committee determined to adopt the procedure independently, and it is ready to be posted on our website.  **ISP 380/380P Acceptance of Credit Policy/Procedure** – As part of our five-year review, Chris discussed the acceptance of post-secondary credit, including the acceptance of grades and the transfer of grades.  He discussed that when the college evaluates transcripts, students receive a notification stating that the GPA calculation does not include transfer grades. Sue suggested that these changes were not substantive enough to require further review.  The committee decided to adopt the policy and procedure independently, and it is ready to be posted on our website.  **ISP 481 Recognition of Academic Excellence** – Chris discussed the recognition of academic excellence, specifically the proposal to lower the threshold from 6 to 4 credits to consider students for academic standing. Sue agreed with the proposal, noting that most students are part-time, and this change could encourage them to continue their studies. The change would allow more students to be celebrated for their achievements, aligning with the term-by-term recognition of excellence. Sue concluded that the changes were insufficient to move forward for additional review. The committee determined to adopt the policy and procedure independently and ready to be posted on our website.  |
| **Review for Next Meeting** | **• ISP 280P Grading Procedure** – The committee adopted the procedure and is ready to post on our webpage.**• ISP 380/380P Acceptance of Credit Policy/Procedure** – The committee adopted the policy and procedure, and both are ready to be posted on our webpage.* **ISP 481 Recognition of Academic Excellence** – The committee adopted the policy and procedure, and both are ready to be posted on our webpage.
 |
| * **Present:** Aubrie Balkwill, Tory Blackwell, Armetta Burney, Lars Campbell, Forrest Carter, Ryan Davis, Ada Echevarria, Sue Goff (Chair), Beth Hodgkinson (Recorder), Kara Leonard, Lupe Martinez, Jen Miller, Melinda Nickas, Leslie Ormandy, Scot Pruyn, Chris Sweet, Robin Tarter, Dru Urbassik, DW Wood
* **Absent**: Jennifer Anderson, Craig Connors, Jackie Flowers, Thomas Frank, Mark House, David Plotkin, Sarah Steidl, ASG Representative
 |
| **Upcoming Meeting Dates** | **Start Time / End Time** | **Location** |
| **Winter Term**: 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> |