**INSTRUCTION & STUDENT POLICIES (ISP) COMMITTEE AGENDA**

**Date**: April 11, 2025 | **Time**: 8 to 9:30 a.m. | **Location**: Zoom | **Recorder**: Beth Hodgkinson

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| **Topic/Item** | **Facilitator** | **Time** | **Key Points and Expected Outcome** |
| **Old Business** | Sue | 10 min | * New Policy Update: Artificial Intelligence (AI)/Teaching and Learning Council
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| **New Business** | David |  20 min | * New Policy: Emergency Closures – Identify a policy for responding to the need for instructional continuity of operations (COOP) in case of an emergency.
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|  **FUTURE AGENDA ITEMS FOR MEETINGS--Committee’s Standards Review from Past Years with Progress Status:** |
| **Policy/Procedure** | **Subcommittee** | **Progress Status** | **Report Back Date** |
| New Career and Technical Education (CTE) Program Advisory Committee | Sue/Armetta | The subcommittee will continue their work on this new policy, conduct a DEI review, and return for further discussion. | TBD |
| New Artificial Intelligence (AI)  | DW/Lupe/Jackie/Leslie/Robin | The subcommittee presented a draft on the new policy. The committee agreed to move the draft to the Teaching and Learning Council for additional feedback and guidance. Beth will forward the draft to the Council. | TBA |
| ISP 160 Course Outline & Syllabus Information | Sue/DW/Leslie | A subcommittee is reviewing documents related to ISP 160 as part of our five-year review. | TBD |
| ISP 171 Academic Use of CCC Brand and Logo | Ryan/Lars | A subcommittee is reviewing documents related to ISP 171 as part of our five-year review.  | TBD |
| ISP 181 Related Instruction | Dru/Lars/Melinda | The subcommittee will return once the DEI framework is applied. Once finalized, the policy will forward to the Teaching and Learning Council as an informational item and post it to our webpage. | April 25 |
| ISP 360 Credit for Prior Learning (CPL) | Chris/Sarah/Dru/Kara  | Kari Hyatt, the program director of the dental assistant program, raised concerns about the non-challengeable course list and the need to award industry certification for prior learning accreditation. A subcommittee will update the appendix and review the policy to ensure alignment.  | TBA |
| ISP 390 Work-Based Learning (Cooperative Work Experience) | Jen/Ryan/Forrest/Ada | A subcommittee is reviewing documents related to ISP 390 as part of our five-year review. The subcommittee will incorporate Dru’s request to correct and align with the state guidelines in their review.  | April 25 |
| ISP 392 Contractual Relationships with Organizations Not Regionally Accredited | Dru/Sarah | This policy will return to reflect feedback received to include clarifying language from the college’s perspective. Dru will eliminate the appendix and bring back the policy for further review.  | April 25 |
| Posthumous Degree | Sarah/Jen/Lupe | The subcommittee will continue their work and bring it back once reviewed with the DEI framework.  | Spring 2025 |
|  **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> |

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| **MEMBERS** | Jennifer Anderson, Aubrie Balkwill, Tory Blackwell, Armetta Burney, Lars Campbell, Forrest Carter, Craig Connors, Ryan Davis, Ada Echevarria, Jackie Flowers, Thomas Frank, Sue Goff (Chair), Beth Hodgkinson (Recorder), Mark House, Kara Leonard, Lupe Martinez, Jen Miller, Melinda Nickas, Leslie Ormandy, David Plotkin, Scot Pruyn, Sarah Steidl, Chris Sweet, Robin Tarter, Dru Urbassik, DW Wood, ASG Representative |

***Remaining Polices—in approval date order 2017 -2020:*** *Currently assigned out.*