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

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

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| **Old Business** | **• New Policy Update: Artificial Intelligence (AI)/Teaching and Learning Council** – A rough draft of the proposed new policy, Artificial Intelligence, will be presented to the Teaching and Learning Council. | | |
| **New Business** | **• New Policy: Emergency Closures** – David requested the Committee to discuss implementing a new Instructional Standards and Practices (ISP) policy to ensure continuity of operations during disruptions.  David suggests creating guidelines for various scenarios, including short-term closures, extended disruptions, and regional emergencies.  This policy would strive to standardize responses, clarify faculty expectations regarding flexibility, and ensure consistent communication with students.  A subcommittee will draft the policy, requiring input from multiple councils, and may eventually become a board-level policy.  The group emphasizes the importance of faculty involvement and highlights the need for a comprehensive approach that considers the diverse needs of students throughout the college’s service area. | | |
| **Review for Next Meeting** | **• Artificial Intelligence (AI)** – The rough draft will go to the Teaching and Learning Council.  **• Emergency Closure** – A subcommittee including Aubrie, Chris, DW, Tory, and David Plotkin will work to develop a draft for this proposed policy David asked ISP to create.  David will serve the ISP Committee as a liaison to the Executive Team.  **• ISP 181 Related Instruction** – Dru announced that this policy will return once the subcommittee applies the DEI Framework.  Once finalized, it will move to the Teaching and Learning Council as an informational item. | | |
| * **Present:** Jennifer Anderson, Aubrie Balkwill, Tory Blackwell, Armetta Burney, Lars Campbell, Forrest Carter, Ryan Davis, Sue Goff (Chair), Beth Hodgkinson (Recorder), Kara Leonard, Lupe Martinez, Jen Miller, Scot Pruyn, David Plotkin, Sarah Steidl, Chris Sweet, Dru Urbassik, DW Wood * **Absent**: Craig Connors, Ada Echevarria, Jackie Flowers, Thomas Frank, Mark House, Melinda Nickas, Leslie Ormandy, Robin Tarter, ASG Representative | | | |
| **Upcoming Meeting Dates** | | **Start Time / End Time** | **Location** |
| **Spring Term**: April 25, May 9 & 23 | | 8 to 9:30 p.m. | <https://clackamas.zoom.us/j/4107104682> |