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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic/Item** | **Facilitator** | **Time** | **Key Points and Expected Outcome** |
| **Old Business** | Sarah/Jen/LupeSueBeth |  10 min 5 min 5 min | * Posthumous Degree Policy
* Artificial Intelligence (AI) Policy Update
* ISP 181 Related Instruction – Teaching and Learning Council (Informational Item)
 |
| **New Business** | Ryan/Lars |  5 min | * ISP 171 Academic Use of CCC Brand and Logo
 |
|  **FUTURE AGENDA ITEMS FOR MEETINGS--Committee’s Standards Review from Past Years with Progress Status:** |
| **Policy/Procedure** | **Subcommittee** | **Progress Status** | **Report Back Date** |
| New Emergency Closures | Aubrie/Chris/DW/Tory/David  | David requested a new policy and procedure that defines standards for ensuring instructional Continuity of Operations (COOP) during an emergency. David will serve as a liaison of the Executive Team. | TBD |
| New Career and Technical Education (CTE) Program Advisory Committee | Sue/Armetta | The subcommittee will continue its work on this new policy, update the handbook, seek faculty feedback, conduct a DEI review, and return for further discussion. | TBD |
| New Artificial Intelligence (AI)  | DW/Lupe/Jackie/Leslie/Robin | A new Artificial Intelligence (AI) policy draft has been forwarded to the Teaching and Learning Council to add to their agenda.  The subcommittee will wait for additional feedback and guidance. | May 9 |
| 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.  | May 9 |
| ISP 181 Related Instruction | Dru/Lars/Melinda | The subcommittee returned to share the DEI review no additional changes were needed. Next, this policy will be shared as an informational item with the Teaching and Learning Council, and the policy will be posted to our webpage.  | TBD |
| ISP 360A Non-Challengeable Course List | Chris/Sarah/Dru/Kara  | Considering the recent concerns about the ISP 360A Non-Challengeable Course List and the importance of awarding credits for prior learning for the Dental Assistant Program, the college may need to reexamine the list. A subcommittee will review and update the appendix and examine the policy to ensure alignment with current standards. Chris will present this topic at an upcoming Department Chairs and Directors meeting. | TBD |
| ISP 390 Work-Based Learning (Cooperative Work Experience) | Jen/Ryan/Forrest/Ada | The 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. Once a DEI review is conducted, the policy and procedure will be returned.  | May 23 |
| ISP 392 Contractual Relationships with Organizations Not Regionally Accredited | Dru/Sarah | Dru presented the updated, final version of ISP 392 Contractual Relationships with Organizations Not Regionally Accredited policy. The ISP 392 policy doesn’t need to be shared or reviewed by another other council, as it simply follows the accreditation process. This policy is ready to be replaced on the webpage.  | TBD |
| Posthumous Degree | Sarah/Jen/Lupe | The subcommittee will continue their work and bring it back once reviewed with the DEI framework.  | May 9 |
|  **Upcoming Meeting Dates** | **Start Time / End Time** | **Location** |
| **Spring Term**: May 9 & 23 | 8 to 9:30 p.m. | <https://clackamas.zoom.us/j/4107104682> |

|  |  |
| --- | --- |
| **MEMBERS** | Jennifer Anderson, Aubrie Balkwill, Tory Blackwell, Jill Brown, 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, Dru Urbassik, DW Wood, ASG Representative |

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