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

**Date**: May 23, 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** | Ryan/Lars  Armetta/Sue  Dru  Sarah/Jen/Lupe  Jen/Ryan/Forrest/  Ada | | 10 min  10 min    5 min  5 min  10 min | | * ISP 171 Academic Use of CCC Brand and Logo Policy * ISP 196 Career and Technical Education (CTE) Program Advisory Committee Policy, Procedure, and Handbook * ISP 360A Non-Challengeable Course List * ISP 492 Posthumous Degree Policy * ISP 390 Work-Based Learning (Cooperative Work Experience) Policy | | |
| **New Business** | Justine Munds  Sue  Sue | | 15 min  5 min  5 min  5 min | | * ISP 170 Textbook and Instructional Materials Adoption Policy & Procedure * Feedback on Standard Template * Review Membership * Review Upcoming ISPs for 2025-26 | | |
| **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. No further work has been completed. | | | TBD | |
| New Career and Technical Education (CTE) Program Advisory Committee | | Sue/Armetta | | The subcommittee has finalized their work on this new policy, procedure, and have received and incorporate faculty feedback. Once Cougar Pause is complete, they will return with their review. | | | May 23 | |
| New Artificial Intelligence (AI) | | DW/Lupe/Jackie/  Leslie/Robin | | A new Artificial Intelligence (AI) policy draft was forwarded to the Teaching and Learning Council. Upon review it was determined this needs to be a board policy. Further groups will be included in additional review including the ISP subcommittee. For now, our part is complete | | | TBD | |
| 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. This review will be moved to the next academic year, 2025-26. | | | 2025-26 | |
| 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. Ryan presented their review and suggestions were shared. Ryan and Lars will return with an update for our last meeting. | | | May 23 | |
| 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, 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.  Dru will provide an update on the subcommittee’s progress and the next steps. | | | May 23 | |
| 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 | |
| Posthumous Degree | | Sarah/Jen/Lupe | | The subcommittee shared they completed their DEI review and received useful feedback that will be incorporated into the policy and the creation of a procedure. Sarah will return to share where the subcommittee is with the new policy and procedure. | | | May 23 | |
| **Upcoming Meeting Dates** | | | | **Start Time / End Time** | | **Location** | | |
| **Spring Term**: May 23 | | | | 8 to 9:30 p.m. | | <https://clackamas.zoom.us/j/4107104682> | | |

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| **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.*