Instructional and Student Affairs Council (ISA)

Meeting Minutes

May 6, 2021 Virtual via Zoom

**Members Attendance**

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| --- | --- | --- | --- |
| Group A-thru June 2022 |  | Group B- thru June 2023 |  |
| Carol Harrison | X | Patricia Meszaros | X |
| Martha Maratta | X | Dana Venneri |  |
| Shaunda Holt | X | Salman Zafarullah | X |
| Andrea Ronaldi | X | Kelly Winters (co-chair) | X |
| Lisa Lynk-Smith | X | Stephanie McCaslin(co-chair) | X |

**Guests Attendance**

|  |  |
| --- | --- |
| Name | Committee |
| Tracy Harris | VP |
| Shelby Potts | K 16 |
| Ellen Flowers-Fields | AVP |
|  |  |

**Agenda:**

* 1. **Review Agenda**
	2. **Approve previous meeting’s minutes.**
	3. **Welcome of Guests.**
		1. ~~Amy Carney/ Laura Polk: CIC report~~ (Nothing to report this month)
		2. ~~Carol Harrison (ISAC member): ASP report~~(Nothing to report this month)
		3. Shelby Potts: K-16 report
	4. **Welcome to Martha Maratta**
	5. **Discussion item**
		1. **GA 3042: Standards for Ceremonies**

Feedback from CWC, Ops, and DAA

* + 1. **Remote Proctoring**
		2. **Telework Policy**
	1. **Future items**
	2. **Assignments and adjournments**

**Minutes:**

2:32: Agenda review and minutes approved.

Shelby Potts reporting on K16: committee met on Tuesday getting updates from Public Schools and updating our agreements with all of them plus Ryken and new agreement with \_\_\_\_\_\_\_\_\_\_\_\_

Charles Cty-Dr Redman, Gina and Shelby met with them last week requesting to limit number of dual enrollment course per the new senate law-College and Career Readiness bill. Expressed concerns about our transition to 7 -week courses, financial considerations played a role in this decision. If a student wants more than the 4 classes a year the student would be responsible for payment of associated costs. Charles is the only county with this limit. CSM will manage the distribution of courses over the course of the academic year.

Great Mills HS will offer Bio Ethics curriculum-it is a dual in school program will have registrations for the spring.

Lisa Warren is retiring (last day June 10)-she handles Perkins, and articulations-this will be handed over to Joyce Thompson and Kyle Kebaugh. Articulation agreements and processes need to be assigned to another CSM employee. Majority of this work comes in over the summer. We will have students sending in transcripts for evaluation and we need these articulated credits to be processed, it is key to keep the relationship open and active.

Ellen asked if Dr Redmond was aware of the critical need to reassign this work, Stephanie states he is aware.

Accommodations being made for math placement exams some in MyLearning (5/4-6/17) and some can be done in our testing center.

Martha-Are HS students taking the ALEX placement test? Are they required to take for their placement? what if they did not do dual enrollment math. Shelby replies we have transcript evaluation and GPA to place these students. This is a little bit of a change from last year, where HS transcript was the only tool used. Like what was done 2 yrs. ago and last year. Other specific course pathways were briefly discussed. This is being managed by Professor Bowling.

St Mary’s PS –offer college English-spring and fall this is taught by their teachers using our curriculum will this only be offered at Leonardtown. All three will be offering the ENG 0900.

Ellen asked if we knew the rationale? discussion surrounding availability of teachers vs other reasons.

Gina, Rachel and Shelby will collaborate to have our teachers deliver this course. Shelby reports this has impacted enrollments (20-25 students less). St Mary’s not too keen on 7-week courses. Dual on campus enrollment is not expected to be as large as it has been historically. Dr Harris reports that he and Dr Murphy are in discussions with public schools about 7-week courses.

Student success in 7-week courses: PIER asked to do an analysis of passing rates in dual enrollment is at a higher rate than non-dual students. The required GPA is a bias in this data (see report). The high schools are not working with other colleges per Shelby’s knowledge.

Next meeting will discuss transition academy for students with disabilities and kids and teens college. Then move downwards into the K-8 grades. Stephanie will make the needed recommendation to Dr Redmond.

Formal introduction and welcome for Martha Maratta!

Discussion Items

Graduation/Event policy: Revisions made with group consensus the policy revision will go forward to CWC. Discussion around the one-hour time limit and adding Nursing Pinning to the events.

Salman-Honor lock for testing, final recommendation was to go with Honor Lock, testing center is using a different vendor for 3-4 years. Nursing prefers the Honor Lock vendor. Overview description of Honor Lock: no use of cell phone and search tracking is a key component. Would Honor replace the other 2 vendors we currently in use? Salman believes so. Ellen comments it should be looked at and sent to our IT folks for review. Questions around how did we get the point where we have multiple vendors for the same service? Likely occurred as individual areas had individual needs/requirements.

Telework Policy Discussions: Council members worked offline on the policy with revisions. Has there been a cost analysis done on remote or tele-work? Cost effectiveness? Ellen responds-analysis is being done as this policy is being developed. Cultural value indicates up to 60% of our services virtual. Positions will be identified. Equity concerns-as we enter Phase 3 certain employees are being permitted to remain telework, but others are not. Equity in terms of who is allowed and who is not. Positions identified and definition should be clear. The procedure for requesting telework should be clear and transparent, as well as the timing of the request. From Carol-issue of reliable internet and cell phone coverage-should this impact job responsibilities, this needs to be clearly stated. Internet accessibility assessment should be part of the criteria. Patty M. do we know how long we will be in Phase 3? how soon to be back full time. Printer cartridge clause? Is an expense with teleworkers-is it going to be considered an essential supply? Print vs no print discussion. Members asked to review and add comments as needed.

No new items:

Adjourn at 3:39 PM