Instructional and Student Affairs Council (ISA)

Meeting Minutes

Date-Location: February 4, 2021 Virtual via Teams

**Members Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| Group A-thru June 2022 |  | Group B- thru June 2023 |  |
| Carol Harrison | Yes | Patricia Meszaros | yes |
| Bill Rollins | Yes | Dana Venneri | yes |
| Shaunda Holt | yes | Salman Zafarullah | yes |
| Andrea Ronaldi | yes | Jeanne Hill | yes |
| Lisa Lynk-Smith | yes | Kelly Winters (co-chair) | yes |
|  |  | Stephanie McCaslin(co-chair) | Yes |

**Guests Attendance**

|  |  |
| --- | --- |
| Name | Committee |
| Stephen Johnson | Deans Group |
| Rodney Redmond | VP |
| David Robinson | Deans Group |
| Ellen Flowers-fields | VP |
| Mitchell Levy | K-16 |
| Daphne Morris | Deans Group |
| Laura Polk | CIC |
| Amy Carney | CIC |
| Melanie Osterhouse | Deans Group |
| Bernice Brezina | Deans Group |
| Tracy Harris | VP |

**Agenda:**

1. **Review Agenda** -done by Stephanie
2. **Approve previous meeting’s minutes.-** moved by Carol second by Ellen
3. **Welcome of Guests.**

* Amy Carney/ Laura Polk: CIC report
* Carol Harrison (ISAC member): ASP report
* Mitchell Levy: K-16 report
* Deans group: Course Exemptions

1. **Discussion item: Course Exemption protocol**
2. **Discussion item: E-vote Protocol**
3. **Future items- addition of LGBT Advisory group to our oversight**
4. **Assignments and adjournments**

**Minutes:**

**1-Amy and Laura to discuss CIC-**next meeting 2/9 last meeting for items in next catalog and e-vote will be done, this will be an update not anticipating and substantial changes. All changes must be in by 2/17 to stay within schedule production. Please identify when the e-votes are needed when sending them to this group. Do not anticipate needing any votes at this time.

**2-Carol ASP**-academic clemency policy being re-written to make a bit more sense. Put an image of what it looks like on the student transcript, grade is removed from the GPA but what they took is not removed. New policies are being written to clarify and how to apply for clemency. Offer clemency for courses that are no longer offered, but it has been equated to something else. Ex Math 1040- no replacement so instantly available for clemency, but if there was an equivalency, they would not be eligible for clemency. Andrea concurs and advises the example was good. For e-vote today.

**Related Discussion:**

Ellen added the committee did a great job with clarity in the policy. Document was viewed on zoom screen.

Rodney – must apply for clemency before graduating with AS and they must be currently enrolled. Did we consider that clemency may allow a student to return in good standing-then getting clemency would give the student good standing to return.

Bill Rollins-clemency has no impact of financial aid, it can take a student off probation.

**Academic Clemency Policy APPROVED BY VOTE.**

**Course load policy-**related to the 7-week schedule. Direction from the year long task force. Some were already present in existing policy but needed clarity. Looking for assistance from IT to get this into colleague. Andrea-the policy to provide guidance to the new student who needs help planning for success.

ELLEN: Many institutions advise for 15 credits, if we say not above 12 and they drop that throws them to part time status which could impact financial aid. What if they drop 3 weeks into the class and now, they are under 12 credits?

ANDREA: Appeal process is within the policy, to explain their individual situation. Term lengths will help decrease the impact on the credit load.

STEPHANIE: these boundaries are important for students to see.

DAPHNE: will colleague do 3 seven week and then 3 credits in an overlapping term—CAROL needs consultant to help find the answer, plan to err on the side of caution. Fall will be a pilot for how students will be advised in the new 7-week terms. Will begin to run reports to discover any patterns that may emerge.

RODNEY: running reg reports is the way to see this issue. Consider semester being the longest term-max for the semester should be 18 regardless of the shorter terms within the overall semester. Threshold should hit at 15 not 12.

Comments around balancing the credits within the 15 weeklong semesters with the balance being in the shorten terms within the longer semester.

RODNEY: concerns around the wording regarding the need for placement test for part time students vs full time students.

MITCHELL: This is being discussed/addressed in YRCS Committee. This is why we started developing Pathways Credit RubricsWe also discussed with David Jones and Michelle Ruble putting in place requirement that students in situations where multiple 7 weeks are overlapping with their 15 weeks have to go to advising first. We also recommended that there needs to be rules in place based on student GPA, credits earned, placement level Last semester the LSS Coordinators alerted us to this issue as they were seeing a number of Flags with students having 2 classes in 7 weeks, then overlapping with 15

DISCUSSION: removal of the placement test requirement wording.

TRACEY: is this clear to con ed students that they do not need a placement exam? Where this appears in the catalog will make the distinction clear.

STEPHANIE: Send back to ASP to tweak wording on placement then send for e-vote.

**3-K-16 MITCHELL** covering for Shelby with dual enrollment numbers now posted to teams area. Enrollment numbers are lower this year. Much more than typical outreach has been done by all parties, communication is swept up by information surrounding COVID 19. Committee has requested/required students must meet our standards not the high school standard. Moving slowly forward but it has not been well received. Maintain academic integrity-if we are granting CSM credit then it will be the level set by CSM. Students will take final exams thru LMS new policy adopted due to ADA, the student must work thru CSM and DSS office. To make clear which entity is responsible for the accommodations. Regina crafted a letter explaining this that will go out shortly.

BILL ROLLINS: this is wonderful it will help integrate the high school student in CSM, we will have IEP’s on file.

**4-Deans Group Course Excepts: Led by Dr Redmond-**Overview move to 7-week scheduling, some courses have requested an exemption.

Exemption criteria-Bernice Brezina share document via email below is copy/paste of the listed exemptions.

The course requires ‘an expanse of time’ to meet the course outcomes. For example, growing cultures in a lab in order to complete experiments, working with art projects that require time to cure and progress to the final finished products, or development of music skills that need practice across time.

\_\_\_\_ The course relies on community partners to successfully meet practicum/COOP/Service-Learning requirements. The course must align CSM’s schedule with the community partners’ schedules.

\_\_\_\_ The course contains accreditation requirements that cannot be successfully completed in the compressed format.

\_\_\_\_ The availability of adjunct faculty does not support teaching the course in a compressed format. For example, specialized faculty are needed for a specialty course, but they are not available to teach the number of hours per day required of a compressed course schedule.

\_\_\_\_ The course needs a temporary exemption in order for faculty to make curricular or other formatting changes to successfully work with a 7-week compressed delivery. For example, BIO 2070 and BIO 2070L may need to become one 4 credit course instead of two different courses. Or, 1 person has so many courses to convert, they need to be phased in over the next year.

PROCESS discussion:

Deans will meet to discuss exemption requests. This must happen before fall schedule. Each course will get an email from the Deans group with approval or decline and a rational will be given. This process will wrap up by the end of this week. Check the box that is most appropriate to the situation-do not check multiple boxes, also must supply some additional justification. A collaborative decision will be made.

DISCUSSION: Andrea-how many layers of approval…LAURA faculty discuss with chair and chair goes to deans’ group. How long is the decision good for? RODNEY: the decision is final except for the courses that need time and were given a 1-year time frame.

In CIC process need to propose new courses with the 7-week schedule in mind or get the exemption before they seek CIC approval, or explain in the course building process why the course would not fit in a 7-week schedule.

LISA: is this something that should be looked at in a 5-year plan, things change like technology. RODNEY: courses that do get exemptions would undergo a routine review to remain exempt is put forth- could it be part of the course review cycle-covered

BILL: any process with reporting we have learned about from other schools, that shows out of normal fail rates which would offer us the opportunity to survey those students? Is there a review process we are aware of, or should we put one in place.

RODNEY: literature shows students are retained better and more successful in accelerated courses, literature comes out of CCRC, looked at from a student success perspective.

RODNEY Added: students tend to phase out at 10–11-week time frame suggesting the time span is too long, thus suggesting that acceleration is the best solution, thus giving the student a win and success.

STEPHANIE: Deans group meeting tomorrow once they complete, we will get an e-vote early next week.

**CLOSE GUEST SECTION**

**Stephanie:** E-vote channel added everyone needs to review-shown on screen with edits made by Stephanie based on committee members input. In meeting it will be an open vote-all votes will be housed in teams e-vote channel.

LISA: simple majority will it be used based on the topic of the vote?

ELLEN: simple majority is a motivator to encourage everyone to weigh in….it forces people to vote by requested deadline. Ellen believes it is reasonable.

TRACY: building a culture of accountability-should reduce the delay in decision making.

CAROL: typically, the time issue is related to taking it back to their constituents-

**E-VOTES done in teams- Ellen** suggests an area to abstain, it will be included in future options. Total of 12 responses recorded.

**E-Vote Procedure Approved by E-Vote**

Next week e-votes: Course Exemptions, CIC, and ASP

E-votes can be used in meeting and/or when voting outside of meetings. Members will get both an email and teams notice. Email will have a specific date attached.

**LGBTQIA Advisory Group:** Has been in place but went dormant at the onset of COVID-19. Stephanie recommends we adopt this group under our umbrella. PRISM is one of the student clubs (La Plata campus based) that falls under this group. BEACON as well (Leonardtown). ISAC agrees that the LGBTQIA+ Advisory Group should report to us.

**ELLEN:** Update on PLA-in contact with CAEL, quote received from CAEL to train individuals for PLA-waiting for additional guidance and feedback from PRES on who will go to training. We will have a cohort training for CSM on how to develop a robust PLA process, certification process for portfolio assessors. Ball park time on training: training near end of spring early summer

**Work Due before next meeting:**