Instructional and Student Affairs Council (ISA)

Meeting Minutes

Date-Location: March 4 2021, Virtual via Teams at 2:30 PM

**Members Attendance**

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

**Guests Attendance**

|  |  |
| --- | --- |
| Name | Committee |
| Amy Carney | CIC |
| Ellen Flowers-Fields | AVP |
| Tracey Harris | VP |
| Laura Polk | CIC |

**Agenda:**

1. **Review Agenda**
2. **Approve previous meeting’s minutes.**
3. **Welcome of Guests.**

* Amy Carney/ Laura Polk: CIC report
* Carol Harrison (ISAC member): ASP report
* Shelby Potts: K-16 report

1. **Discussion item: Open Forum potential**
2. **Assignments and adjournments**

**Minutes:**

2:31 PM underway review of minutes-agreed by group

**Amy Update CIC last meeting** Tuesday March 2, 2021. A few catalog items are coming in, no additional curriculum changes are done once the catalog is published. Developmental English and Reading changes are forthcoming after research by Kim Donnelly has indicated a combined IRW (Integrated Reading and Writing) course with 3 options, each course with same learning objectives, the three options are (1) IRW 0900A, The Academic Essay, (2)IRW 0900B The Academic Presentation or (3) IRW 0900C The Writing Portfolio. It is a zero-credit class like other developmental courses. This will impact English and reading pathways. Pre-req will need to be changed for over 150 courses. Catalog proof on 3/9, new catalog middle of April. New classes will be available fall 2021. Will be assigned a new subject code.

**Shelby Potts-K16 and dual enrollment:** Lisa Warren reviewed Perkins Grant application work with the team. Links provided for MDSE data, which will help CSM prepare their grant application. Discussed second annual joint professional development sessions with our school partners. Communications with high school partners to discuss the 7-week courses, feels there will be questions. How will this impact dual enrollment students, and their schedules. Consideration on timing of sharing the information was key in the decision making. Some sad news, dual registration numbers (last week) down about 50% of dual in school programming. Teachers are concerned about student success and are not promoting the program as positively to high school students. Committee is working to be more inclusive of CWD.

Stephanie: Address Shelby’s concerns about communication of the switch to 7-week plans, question posed to Tracey Harris. Is there public marketing going out on this change? Dr Harris advises he believes there will be a marketing push, not heard when this will occur. Shelby advises she has posed the question to Avis in marketing and there does not appear to be a timeline in place just yet. Dr Harris believes it is tied up with Dr Murphy and dependent upon when she wants to push this information out to the public. Everyone wants to know when the marketing push will occur and is hesitant to announce the 7-week format before the college makes the formal announcement. Ellen suggested that her and Dr Harris will bring up this concern at PC and request a timeline. Shelby is not able to determine why HS teachers are not promoting the dual in school coursework currently. She feels COVID may be impacting this trend. Some discussion around return to in person school changes impacting this issue. Bill questions are HS students taking AP exams during this time of virtual school. Rates of taking AP courses has not changed, but Shelby will inquire. Shelby will send document she shared during the meeting; it will be uploaded into the team’s file.

**Carol and Andrea ASP:** Thanks, extended for feedback on policy changes and the e-votes. Carol reports we have updated and entered in the catalog. Over all 6 policies updated and added 4 new policies. Course load policies are now better defined, credit definitions changes were important additions. Many changes that were made were more compassionate, and it was time to make these changes. Previous policies focused on physical illness, not necessarily other valid reasons, like mental health. Overall, all policy changes focused on making it easier for students to understand these topics/processes.

Stephanie comments, there was great participation and feedback during the e-vote process. Ellen asks who does this topic go to next, Carol says this must be in the catalog by tomorrow. Stephanie comments this group is the final group for approval, next it will go “on the road.”

**Discussion Item by Stephanie:**

From governance training: having the first 10-15 minutes of our meeting anyone could attend the meeting. Ellen thinks we should communicate that request to Craig (and Sarah). Pre notice would be required to attend and have time on the floor in front of the committee. Carol asks about who/what would be the expectations. Stephanie describes components that were shared in the training. Open meetings vs. closed meetings. Any opposed? No

Carol asks how far down the committee structure does this go? Ellen believes this has not been established at CSM at this time. Bill: would there be a limit set? Kelly suggests a process to allow a 5-minute presentation of topic and then the committee would discuss and either invite the individual back or send feedback to the individual.

No further discussion. Adjourn at 3:15 pm

ADDENDUM:

A follow up email from Ellen was provided to clarify questions surrounding announcing the 7-week course scheduling. Below is a copy of that email.

**From:** Ellen Flowers-Fields <eflowers-fields@csmd.edu>  
**Sent:** Thursday, March 4, 2021 3:36 PM  
**To:** Stephanie McCaslin <sdmccaslin@csmd.edu>; Kelly Winters <kmwinters@csmd.edu>  
**Cc:** Shelby Potts <slpotts1@csmd.edu>; Tracy Harris <taharris1@csmd.edu>  
**Subject:** Fw: ISAC committee

During the meeting I sent the message below to Dr. Murphy for feedback.  She provided the basic message below that she wants to ensure we are comfortable in communicating.  Avis chimed in and subsequently agreed that this is fine for now, and she will work with Shelby for more descriptive messaging.

Hopefully this is somewhat helpful in the interim.  Share with anyone who needs this information.

"7 week classes improve student success.  They allow students more flexibility in their schedules and to complete their degrees and certificates more quickly."

**Work Due before next meeting:**