

Community College of Philadelphia

MEETING MINUTES

Work Group:	Academic Support Subcommittee
Meeting Date:	Thursday, September 28, 2017
Meeting Time:	The meeting was called to order at 3:35 p.m.
Attendees:	Tarsha Walton, Jon Brown, Joan Bush, DeAndre Jones, Mary Yannuzzi, Melissa Altman-Traub, Donna Richemond, Anna Seixas, Sarah Byker James, Chris Theodoropoulos, Kristi Bergman, and Bonnie Harrington.
Facilitators:	Joan Bush
Guests:	
Location:	BG-07G
Topic:	Various Topics

Discussion Points

Election of Committee Chairperson(s)

Joan Bush asked the committee for nominations of committee chairperson(s). Joan Bush made the motion to elect Jon Brown and Melissa Altman-Traub to co-chair the committee for the 2017-2018 academic year. Mary Yanuzzi seconded the motion. All members unanimously approved the nominees.

Review of Minutes

The minutes from the April 27, 2017 were reviewed by the committee. One member, who was not present at the April meeting, abstained from voting. All other members voted yes to approve the minutes.

Old Business

Bonnie Harrington explained that the policies (P&P 6, P&P 8, and the Chosen Name Policy) that were recommended for approval, in April 2017, to the IWC were all approved by the IWC. However, the policies on the Policy and Procedures website have not been updated. It is the plan that the Chosen Name policy will be fully implemented with Banner 9 implementation. There was discussion about inquiring with Judy Gay about how and when policies are updated once they are approved by IWC.

There was discussion about moving this committee meeting to the first or second Thursday of the month to coincide with the IWC meetings. Jon Brown will contact Judy Gay about this proposed change.

There was discussion about the policies proposed in April, which were the Degree Completion Policy and the Statute of Limitation for the Discontinuation of Degree and Academic Certificate Programs. Bonnie Harrington explained that she attended the Academic and Student Success Council (ASSC) in the Spring and that the ASSC would discuss the proposed policies. Donna Richemond and Joan Bush stated that they would bring the proposed policies back to the attention of the ASSC.

New Business

Jon Brown introduced discussion of a new drop/add policy. Joan Bush explained that there is a proposal to revise the Completion of Registration policy by a few department heads. Donna Richemond explained that the proposed revision would allow students to add after the second class meeting. Melissa stated that she would have concerns about three hour classes if students were able to add after the second class. In addition, there may be financial aid concerns. The committee decided not to work on the drop/add, since it is being addressed by another group.

The committee discussed the course substitution process being moved to an electronic, dynamic form.

Motion was made to adjourned the meeting at 4:10 p.m. Motion by Tarsha Walton, seconded by Jon Brown.

The next meeting will be held on October 26, at 3:30 p.m. in BG-07.