

Community College of Philadelphia

MEETING MINUTES

Work Group:	Academic Support Subcommittee
Meeting Date:	Thursday, December 13, 2018
Meeting Time:	The meeting was called to order at 3:35 p.m.
Attendees:	Delegates: Faculty - Jon Brown, Mary Yannuzzi Administrative - Bonnie Harrington, Joan Bush, Chris Theodoropolus, and Donna Richemond Alternates: Administrative - Wendy Kohler and Tarsha Walton
Facilitator:	Kristi Bergman and Yannick Ladson
Guests:	Dawn Sinnott
Location:	BG-07
Topic:	Various Topics

Discussion Points

Approval of the Agenda

- A motion was made to approve the agenda by Bonnie Harrington; with the addition of Joan Bush addressing late registration and tuition refund policies and Dawn Sinnott reviewing data related to degree completion. The motion was seconded by Yannick Ladson. All members voted yes to approve the agenda, with additions.

Review of Minutes

- The minutes from the November 15, 2018 meeting were reviewed by the committee. A motion was made to accept the minutes by Jon Brown and was seconded by Mary Ann Yannuzzi. All members voted yes to approve the minutes.

Old Business

A. Proposed Survey Policy

Dawn Sinnott, Director of Institutional Research (IR), introduced a proposed Survey Policy. Dawn explained that surveys are popular at the institution. The policy is intended to ensure quality information and integrity for the survey design. IR wants to assist faculty and staff with creating surveys. The process would include a tab on the IR website with a survey request form. Faculty and staff will fill out a survey request and IR will assist with how to write questions and maintain data. All surveys approved would be approved by IR (see exemptions for approvals below).

Surveys that must be approved would be College-wide surveys. If the survey is external, it would be referred to IRB, asking for contact info, and asking for PII Personally Identifiable information (PII).

Exempt from the policy would be student evaluations of teaching, employer evaluations of the College, faculty focused on a small defined group, Noel Levitz, and CCSSSE.

Bonnie Harrington questioned if the process needs to be a policy. Dawn explained that cultural sensitivity is increasing and College does not have any protection. IRB is not set up to provide the guidance for survey research. Dawn stated the purpose of the policy is not to limit research but to ensure that surveys abide by standards.

Donna Richemond made a motion to recommend that the Survey Policy be recommended to the IWC and it was seconded by Joan Bush. Nine members voted yes and one member voted no. The Survey Policy will move forward to IWC, as a recommendation from this committee.

B. Research Findings on Guided Pathways Institutions Late Registration and Tuition Refund Policies

Joan Bush stated that Sam Hirsch has asked a group of faculty and staff to work on developing a College Drop/Add Policy. In light of this information, Yannick Ladson made a motion that the committee tables the late registration and refund policies discussion and the motion was seconded by Bonnie Harrington. All members voted yes.

C. Degree Completion and Closing Out Programs

Dawn presented data 2016, 2017, 2018 graduation data. Discussion focused on the review of data. The committee decided to bring the proposal back and look at performance measures. The topic will be revisited at the February 21, 2019 meeting.

New Business – None.

A motion was made to adjourn the meeting at 4:42 p.m. by Kristi Bergman and seconded by Maryann Yannuzzi. All members voted yes.

The next meeting will be held on February 21, 2019 at 3:30 p.m. in BG-07.