

Community College *of* Philadelphia

MEETING MINUTES

The Standing Committee on Academic Affairs - Sub-Committee on Academic Support
 3:30pm W2-3E Counseling Center Conference Room
 Community College of Philadelphia
 1700 Spring Garden Street Philadelphia, PA 19130

Attendance: Members not present at meeting are crossed out.

| Administrative Appointees | | Federation Appointees | |
|---------------------------|--------------------------|----------------------------|---------------------------|
| Appointees | Alternates | Delegates | Alternates |
| Bhavesh Bambhrolia | Leah Hollis | Lorraine Barber | Carmen Serrano |
| Fran DiRosa | Marline Paramour | Diane Freedman | Gina MacKenzie |
| Sandra Gonzalez- Torres | Susan Tobia | Betsy McCoubrey | Todd Jones |
| Beatrice Jones | | Alison Tasch | Faith Watson |
| Student Appointees | | Guests Present | |
| Delegates | Alternates | | |
| Valerie Cesar | Sadiq Garner | | |
| Dolly Rosado | Diana Hill | | |
| Alexis Shea | Jasmine Roper | | |
| Jason Wallace | Mark G. Thomas | | |
| Nestor Serrano | | | |
| William Lloyd | | | |

I. Call to Order

Sandra Gonzalez-Torres called to order the regular meeting of the **Standing Committee on Academic Affairs - Sub-Committee on Academic Support** at 3:36pm on **April 23, 2009** in **W2-3E**.

II. Approval of Minutes

Amendments from March 26 2009 meetings

- Page 2, Section 3 bullet #2 “whereas” is one word.

Motion: Moved by Diane Freedman and seconded by Betsy McCoubrey to approve the minutes as presented. Motion carried

III. Old Business:

“MyCCP Tutorial”

Nestor Serrano will follow up with David Watters on MyCCP Tutorial.

“Academic Progress Policy”

The President approved the policy without the “D” grade as passing when student is in the probation period.

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“Drop/Withdraw Policy”

A discussion was started last meeting. A clarification was needed with “drop” and “withdraw”. There is a difference in the definition. During a term a student is withdrawn from all their classes during the refund, the student is withdrawn. If the student drops one or more course but not all courses, they are “dropped”. The student will only get a “W” if they drop the course after the refund period. The “W” will be on the transcript. To make the title of the policy more clear, “Registration Schedule Adjustments” (P&P13). Sandra raised the question: Is it appropriate for making a distinction between drop and withdraw?

Sandra suggested that P&P13 should include some notice about student’s Financial Aid will be impacted. Nestor gave an example of how Camden County differentiates drop as dropping a course during refund period and withdraw is after refund period. Todd suggested further clarification between withdraw from class and withdraw from College. A consensus was reached to firm up the language in the P&P13 to clarify terminology.

A work group will be formed to create the language for the new policy.

Add/drop policy:

There was discussion as to whether there was a current policy that the work group could work with. Not a policy but of course there is the procedure. It was recommended that members of the work group meet with Bhavesh Bambhrolia and/or Bea Jones from OSRR for further assistance on this.

The “Excused Withdraw” information is on page 27 of the current (2008-2009) catalog. The group agreed this seems clear and would probably be ok to use this as the policy.

Academic Honesty

Nestor Serrano and Bettsy McCoubrey updated the group.

It was recommended/discussed that faculty should review Academic Honesty policies during their first day of classes. Given this, it would not be necessary for the instructor to individually meet with the student if he/she commits an act of academic dishonesty.

Their next step is to work on the list of definitions. Both Nestor and Bettsy had reviewed Academic Honesty policies from various institutions. They will use this as a guide.

Bettsy announced that she’d spoken with Linda Fellag, English Dept Chair. Linda had given the work group a series of documents. She agrees that the English Dept has done all it can do and that the next step is up to us.

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It was recommended that the work group develop a draft and then invite faculty from other departments to give feedback.

Meeting adjourned at 5pm.