

# 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	<del>Leah Hollis</del>	<del>Lorraine Barber</del>	<del>Carmen Serrano</del>
<del>Fran DiRosa</del>	<del>Marline Paramour</del>	<del>Diane Freedman</del>	<del>Gina MacKenzie</del>
Sandra Gonzalez- Torres	<del>Susan Tebia</del>	Betsy McCoubrey	<del>Todd Jones</del>
<del>Beatrice Jones</del>		Alison Tasch	Faith Watson
Student Appointees		Guests Present	
Delegates	Alternates		
<del>Valerie Cesar</del>	<del>Sadiq Garner</del>		
<del>Dolly Rosado</del>	<del>Diana Hill</del>		
<del>Alexis Shea</del>	<del>Jasmine Roper</del>		
<del>Jason Wallace</del>	Mark G. Thomas		
<del>Nestor Serrano</del>			

### 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 3:30pm on **May 28, 2009** in **W2-3E**.

### II. Approval of Minutes

#### Amendments to April 23 2009 meetings.

Add: The President approved the revisions of the policy without the "D" grade as passing when student is in the probation period.

Add: Betty M McCoubrey was present at the April 23 meeting.

#### Drop/Withdraw Policy

Remove sentence number 2.

Grammatical errors were done. See notes from other members.

**Motion:** Moved by Betsy McCoubrey and seconded by Faith Watson to approve the minutes as amended. Motion carried

### III. Old Business:

#### Drop / Add Policy

Sandra distributed handout titled "Drop/Add Policy".

The document was discussed. Discussion took place around the interpretation "part-of-term", "add", "drop", and "withdrawal". Members of the committee understood the terminology from their own perspective. Conclusion was reached that there needs to be institution wide awareness on the terminology of "part-of-term".

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### **Academic Honesty**

Betsy distributed a handout titled "Academic Honesty Definitions," a draft for discussion, listing some specific violations of academic honesty policy, including plagiarism, cheating in class, cheating outside the classroom, electronic cheating, fabrication, and some other examples of academic misconduct.

In addition, a document (draft May 25, 2009) "procedures for Handling and Reporting Academic Dishonesty" and "Appeals Procedure" was also distributed.

Betsy suggested these draft documents were to be considered when discussing Policy revisions within the committee and with members of the College community, who will be sought out for feedback.

The issue of when and if faculty should meet privately with students before reporting a violation of Policy in writing to the department head was raised again, and differing opinions were heard.