

Community College *of* Philadelphia

MEETING MINUTES

The Standing Committee on Academic Affairs - Sub-Committee on Academic Support

September 24, 2009

3:30pm W2-3E Counseling Center Conference Room

Community College of Philadelphia

1700 Spring Garden Street Philadelphia, PA 19130

Attendance:

Administrative Appointees		Federation Appointees	
Appointees	Alternates	Delegates	Alternates
Bhavesh Bambhrolia	Sandra Hernandez-Mejia	Diane Freedman	Sherie Ernst
Fran DiRosa	Yvonne King	Todd Jones	John Mangano
Sandra Gonzalez- Torres	Marge Niven	Betsy McCoubrey	Donald Weinberg
Beatrice Jones	Marline Paramour	Faith Watson	
Student Appointees		Guests Present	
Delegates	Alternates		
Javaughn Pugh	Eugene O. Smith		
Tiffany Jenkins	Chante Moses		
Diana Hill			
Kevin Hatahell			
Delegates			

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 **September 24, 2009** in **W2-3E**.

II. Selection of Co-Chairs and Secretary/Reporter

(This vote was delayed until the end of the meeting due to lack of quorum.)

Discussion revolved around the fact that this Committee has traditionally selected two Co-Chairs for the year. It helps to share the responsibilities and all agreed that the tradition would continue. While not in attendance, Betsy McCoubrey had communicated with several members that she would be willing to continue her tenure. This was seconded by Faith Watson. Faith also nominated Diane Freedman to be the second Co-Chair; seconded by Sandra Hernandez-Mejia. Diane Freedman nominated Sandra Gonzalez-Torres for Secretary/Reporter, this was seconded by Bhavesh Bambhrolia.

Vote: all positions were unanimously approved.

III. Approval of Minutes

Sandra Gonzalez-Torres announced that Betsy McCoubrey had some amendments/additions to the May 2009 minutes. Given this, it was agreed that the approval of May minutes would be tabled until the October 2009 meeting.

IV. Old Business:

Academic Honesty

Sandra Gonzalez-Torres announced that Betsy McCoubrey has been working on this issue and that she has some information she wanted to distribute to all members of the committee. Betsy will either email to all members or hand out at next meeting.

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Marge Niven also announced that in her role as Assistant Dean, she has been asked to work on the issue of Academic Honesty as a College-wide issue. All agreed that Marge, Bettsy and all other members of last year's Academic Honesty team should meet to plan next steps.

Drop / Add Policy

Diane Freedman distributed a handout/document; she also explained history and an update on the status of the Drop and Add Policy. The Add policy was approved by Academic Support Sub-Committee (us) last year. In light of this approval, it was recommended that the Drop policy be reviewed as well. Work on the Drop policy led to further work on clarifying the Withdraw procedures.

The document was discussed. Discussion took place around the interpretation of: "part-of-term", "add", "drop", and "withdrawal." This is a discussion the Committee had last year but with new members, it was important that everyone understand these definitions. Confusion has apparent as members of the committee understood the terminology from their own perspective. As before, it was concluded that there needs to be institution wide awareness on the terminology of "part-of-term".

Further discussion developed when members were reminded about the differences between the academic policies and financial aid policies. Sandra Hernandez-Mejia suggested that anyone trying to assist students with questions about the financial aid policies simply send the student to the Financial Aid office. The important part is making sure that all know that there are two different policies.

V. New Business:

No new business

VI. Adjournment:

Meeting adjourned at 4:52pm