

Community College *of* Philadelphia

MEETING MINUTES

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

January 28, 2010

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	Fred Dukes
Fran DiRosa	Yvonne King	Todd Jones	John Mangano
Sandra Gonzalez- Torres	Marge Niven	Betsy McCoubrey	Alison Tasch
Beatrice Jones	Marline Paramour	Faith Watson	Donald Weinberg
Student Appointees		Guests Present	
Delegates	Alternates		
Javaughn Pugh	Eugene O. Smith		
Tiffany Jenkins	Chante Moses		
Diana Hill			
Kevin Hatahell			

I. Call to Order:

Diane Freedman called the meeting to order.

II. Approval of Minutes:

Discussion on the December 2009 minutes led to some minor changes. Faith moved and Todd seconded the vote on the December minutes. The minutes with appropriate changes were unanimously approved.

Election: New Co-chair

Diane explained that our Co-Chair, Betsy has been ill and thus the reason this item was listed on the agenda. On the other hand, Diane just spoke with Betsy and, while she will take some more time off, she is apparently getting better and would like to continue to stay in her position. The group agreed; Betsy remains Co-Chair.

III. Old Business:

Add, Drop and Withdrawal Policy

Diane presented the "Memo No. 13: Timetable for Completion of Registration, Add, Drop, and Withdrawal" policy that our Sub-Committee updated and passed to the IWC on January 25, 2010. Sandra GT was also in attendance.

The IWC applauded our Sub-Committee's effort but had several questions and concerns. Most members accepted parts of the policy but recommended changes to other parts. Additionally one concern was that the policy was not officially presented to the Department Heads, Distance Education and/or Dean's Council for their input. Diane explained that throughout the two year process, our Sub-Committee sent out a campus-wide survey (receiving limited response) and communicated with numerous department chairs and the director of distance education on this issue. On the other hand, it is true that the official bodies named were not officially presented with the final version of this policy.

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The IWC voted and passed a resolution to send this policy on to the President with the recommendation that, while they would not pass this revision of the policy, they agree that the policy must be updated and thus recommend that the President create a committee that would take what our Sub-Committee passed and develop it further. Also that, once the President's committee develops the new policy, it is to be sent on through the College's Governance process for final approval.

This IWC decision was a puzzle to our Sub-Committee who had communicated with many of the representatives mentioned (Department Chairs, Distance Education, Deans). Members wonder about the membership of the committee yet to be formed. More puzzling was that in essence, our Sub-Committee's proposed policy took many of current practice(s) and simply formalized it (them) into policy.

The "purpose of standing committees" was questioned (again, since this has been asked in many previous meetings) as to whether our Sub-Committee is supposed to present/discuss the proposed policy at the meetings of Department Heads or the Dean's Council. Alison stated that it has been the history of this particular Sub-Committee that anyone can present a proposal including those members of this body. (But is it our job to approach these other bodies?)


Members of the Sub-Committee seemed interested in next steps so further discussion led to the following motion proposed by Todd and seconded by Faith:

That "we, the Standing Sub-Committee on Academic Support, ask the President that a member of our Sub-Committee be appointed as a member on the ad hoc committee" he will charge to work on this policy.

The motion passed unanimously.

The group then asked how we would communicate with the President. Some recommended we communicate through IWC; others said we could communicate directly with the President. All agreed that the method of communication was not important. Diane will follow up.

Academic Honesty

Don gave a presentation about a new website (The Academic Review.com ). He is one of a total of 5 instructors (about 300 students) who will use this during Spring 2010 to search for plagiarism. This website uses the Google library to search student's papers. This is a pilot program. Plagiarism is an issue across academia. This pilot will help to collect data on the effectiveness of this site and help determine whether this is an option for CCP since the cost of subscribing to the service would need to be considered.

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All members thanked Don for the information but it was noted that this pilot program is different from the issue our Sub-Committee has been working on: a campus-wide definition, policy, procedure and appeals for Academic Honesty. (ie: if we use the electronic system, once a student has been caught plagiarizing, what happens?) It was agreed that the instructor would have some flexibility but that communication and consistency across the campus is needed.

Alison mentioned an interest to communicate with the Standing Committee on Student Affairs to collaborate on updating Student Code of Conduct which currently blends both academic and disciplinary judicial policies together (these should be separated since the appeals process is different).

No updates from the workgroup were announced.

IV. New Business:

“Memo no. 5, Attendance, Withdrawals and Grade Reporting Policy.”

Item Tabled: Sandra GT noted that when the “Memo no. 13, Timetable for Completion of Registration, Add, Drop, and Withdrawal” is updated, this policy must also be updated.

V. Adjournment:

Meeting adjourned at approx 5pm.