

Community College *of* Philadelphia

**MEETING MINUTES
Institution-Wide Committee
Monday, November 27, 2017**

2:30 p.m.

**Isadore A. Shrager
Boardroom**

I. Call to Order

The meeting was called to order at 2:36 PM by Sam Hirsch.

II. Attendance

Delegates

Federation: Todd Jones, Sue Ellen Liebman, Bridget McFadden

Administration: Carol de Fries, Jacob Eapen, Judith Gay, Samuel Hirsch

Students: Bridget Davis

Alternates

Federation: Rainah Chambliss

(voting), Jalyn Warren

Administration: Jody Bauer, Mary Anne Celenza

Students:

Guests Present:

Chae Sweet

III. Approval of Minutes of October 23, 2017

The minutes of October 23, 2017 were approved by unanimous vote with one correction. The comment by Bridget McFadden should read that she stated that new business should go under the section for "New Business."

IV. Old Business

a. Proposal for revisions of the following curricula (Curriculum Committee):

1. Accounting Program
2. Architecture Program

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3. Art and Design Program
 4. American Sign Language/English Interpreting Program
 5. Automotive Technology Program
 6. Behavioral Health/Human Services
 7. Biology Program
 8. Building Science Program
 9. Chemistry Program
 10. Construction Management Program
 11. Culinary Arts Program
 12. Diagnostic Medical Imaging Program
 13. Digital Video Production Program
 14. Engineering Science Program
 15. Facility Management Construction Option Program
 16. Facility Management Design Option Program
 17. Fire Science Program
 18. Hospitality Management Program
 19. Health Services Management Program
 20. Interior Design Program
 21. Liberal Arts Honors Program
 22. Mathematics Program
 23. Music Program
 24. Nursing Program
 25. Sound Recording and Music Technology Program

Sam Hirsch introduced the topic and explained that comments from committee members will be sent to Dr. Generals. Comments will also be sent back to the relevant departments/disciplines for decisions in response to the comments.

The IWC members reviewed comments from Committee members. Rainah Chambliss had a general comment about the timing of taking math courses. The logic behind the proposed sequencing was discussed. Mary Anne Celenza agree to share data on recent opportunities students had to complete two sequential seven week courses in one semester.

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Todd Jones explained his written comments. He made some general comments and some comments specific to programs. The IWC members discussed observations made by Todd Jones.

There was a brief discussion about how comments will be forwarded. There was a decision that the IWC members who made comments will decide whether to keep their comments the same, change them, or not use them based on the IWC discussion. IWC members who want to change their comments should send them to Judy Gay.

Jalyn Warren reviewed her written comments. The IWC members discussed issues raised, particularly the advantages and disadvantages of providing more options for students.

Bridget McFadden reviewed her written comments. IWC members discussed the comments. Topics included the process for making exceptions, how to advise students, and when information would be available electronically.

There was a discussion of next steps if there are changes. After the discussion Sam Hirsch said if there are changes they will go through the normal processes.

Judy Gay stated that the minutes will only reflect that there was a discussion of the comments, not every comment and detail.

V. New Business

There was no new business on the agenda. Sam Hirsch explained that there were submissions for two programs but because the agenda for the meeting was so full and the coordinator was not available, there was a decision to discuss the two program changes at the December meeting.

VI. Adjournment

The meeting was adjourned at 3:59 PM. The next meeting is December 18, 2017.

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Minutes approved with corrections – section IV page 3 “by December 8th” removed.