

Community College *of* Philadelphia

**MEETING MINUTES
Institution-Wide Committee
Monday, November 26, 2018**

2:30 p.m.

IAS Boardroom, M2-1

I. Call to Order

The meeting was called to order at 2:34 by Todd Jones.

II. Attendance

Delegates

Federation: Todd Jones, Bridget McFadden, Rainah Chambliss, Jalyn Warren

Administration: Carol de Fries, Judith Gay, Samuel Hirsch

Students: Shailynn Gabriel, Charles Hines, Mike Luna

Alternates

Federation: Eric Neumann

Administration: Jody Bauer, Simon Brown

Students: None present

Guests:

Elizabeth Canapary, Billy Love, Chae Sweet

III. Approval of Minutes of October 22, 2018

Carol de Fries made a motion to accept the minutes of October 22, 2018 with corrections. Rainah Chambliss seconded the motion. Vote = 11 in favor. The minutes of October 22, 2018 were approved with corrections.

IV. Old Business – None discussed

V. New Business

a. Proposal to revise the Justice program (Curriculum Committee)

Elizabeth Canapary reviewed highlights of the recommended changes to the program. The proposal includes (1) establishing more guided choices to meet general education requirements; (2) replacing a general elective with FYE 101 and moving “career cluster” courses into the required course sequence; (3)

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removing language about career clusters from the program description; (4) changing the program learning outcomes; changing the curriculum map. There was a question about the proposed foreign language courses. It needs to be clear that the courses must be a sequence in the same language. There was a discussion about the science courses proposed. Todd Jones stated that Temple University now requires students have a lab science. There was also a discussion about balancing transfer with the fact that Justice is an AAS program. Elizabeth Canapary stated that about half of the Justice students transfer. She said that the program faculty are happy to consider all of the comments and suggestions from the IWC.

Carol de Fries made a motion to recommend the changes to the Justice program. Sam Hirsch seconded the motion. Vote = 11 in favor.

b. Proposal to revise the Digital Forensics Program

Billy Love read a statement defining digital forensics. He then identified the proposed changes to the program: (1) Remove CIS 105 and replace it with ENGL 115; (2) provide more guided choices, particularly Forensic Biology 104, Environmental Conservation (EASC 111), SOC 101, PSYCH 101, PHIL 211; (3) replace the general elective with ENGL 112 (Report & Technical Writing).

Todd Jones asked whether students can make substitutions. He is concerned about students being able to transfer into the program. Billy Love agreed there can be substitutions.

Todd Jones also asked about English 112. He stated that it has not been offered much. Chae Sweet stated that the English Department is considering revising it and then offering it more.

Bridget McFadden asked who is in the program. Billy Love said many in the program are already doing work related to digital forensics. They are looking to enhance their credentials or transfer. Bridget McFadden asked whether the program should be an AA vs. an AAS. Billy Love said that they will consider the

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question. He said that the problem is that in this region the job market is limited at the associate level.

Charles Hines asked about the students who do not transfer. Billy Love stated that the program is “pretty much hitting the mark” for those who are already employed and not interested in transfer.

Billy Love also commented that the roll back in requirements to work as a police officer has hurt their programs.

Judy Gay made a motion to accept the proposed changes to the Digital Forensics program. Sam Hirsch seconded the motion.

Vote = 11 in favor.

VI. Adjournment

Before adjourning, there was a clarification of the date of the December meeting. It is December 17th. Todd Jones made a motion to adjourn the meeting. Bridget McFadden seconded the motion. All were in favor. The meeting was adjourned at 3:05 pm.

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