

Community College of Philadelphia

MEETING MINUTES

Work Group:	Academic Support Subcommittee
Meeting Date:	Thursday, September 20, 2018
Meeting Time:	The meeting was called to order at 3:35 p.m.
Attendees:	Delegates: Jon Brown, Anna Seixas, Bonnie Harrington, Donna Richemond, Joan Bush, Jon Brown, Yannick Ladson, Maryann Yannuzzi, Lakisha Cobb and Nilkfer Yesmin. Alternates: Jason Roscoe, Kristi Bergman, Tarsha Walton, and Chris Theodoropoulos.
Facilitator:	Joan Bush
Guests:	
Location:	BG-07
Topic:	Various Topics

Discussion Points

Review of Minutes

The minutes from the January 18, 2018 meeting were reviewed by the committee. A motion was made to accept the minutes by Anna Seixas and was seconded by Jon Brown. All members voted yes to approve the minutes.

Joan Bush reviewed the committee's purpose and processes.

- Responsibilities of chair or co-chairs - setting agenda, following up on items, presenting to the IWC.
- Voting process for committee
 - Make sure that each group of Administration, Faculty, and Students get 4 votes each.
 - Alternates can chair, although they can only vote when a delegate is absent
 - Co-chairs would be preferred – one faculty and one administration.

The committee talked about the changes that were made to *P&P #13 Completion of Registration Policy*. Comments included:

- Counseling – line of students was not as long or as long for as many days.
- Records and Registration – easier to resolve issues students encountered early on, that would have previously taken many additional signatures.
- Advising – would like to see it extended beyond the second class meeting.

Election of chair/co-chairs.

Joan Bush asked the committee for nominations of committee chairperson(s). Donna Richemond made the motion to elect Kristi Bergman and Yannick Ladson to co-chair the committee for the 2018-2019 academic year. Bonnie Harrington seconded the motion. All members unanimously approved the nominees.

Old Business – none.

New Business – The meeting was turned over to the new co-chairs.

Policy issues to consider working on for the 2018-2019.

- Extending the P&P13 no signature from instructor until after the second class, but before the third class, rather than as it stands now.
 - Data looked at (from other institutions) did not support extending this as students who added later were not as successful/did not persist
- May also need to consider the 50% rule (after the semester starts, regardless as to whether the class met or not, they will owe 50% of the bill)
 - How is that impacted by extending the P&P13
 - Who came up with this rule?
- Degree completion/closing out programs
 - The work has been done, but the committee should review it again, as it has not been forwarded
 - Needs to be removed from the list we send to the Department of Ed regarding the list of areas in which we offer degrees.
 - Readmit students going back into a discontinued program
- Reinstatement policy/process needs to be reviewed
 - Clarity as to who is actually a re-admit student
 - Review of reinstatement policy, practice.
- Academic Standards Policy
 - Academic standing versus SAP

Minute Takers for 2018-2019 - Joan Bush and Chris Theodoropolus with Anna Seixas as backup. The December meeting will be held on December 13th at 3:30 p.m. place to be determined.

Motion was made to adjourn the meeting at 4:20 p.m. by Mary Ann Yannuzzi, seconded by Bonnie Harrington.

The next meeting will be held on October 18, 2018 at 3:30 p.m. in BG-07