

Community College of Philadelphia

MEETING MINUTES

Work Group:	Academic Support Subcommittee
Meeting Date:	Thursday, October 18, 2018
Meeting Time:	The meeting was called to order at 3:35 p.m.
Attendees:	Delegates: Faculty - Jon Brown and Anna Seixas. Administrative - Bonnie Harrington, Donna Richemond, Joan Bush, and DeAndre Jones. Student - Lakisha Cobb. Alternates: Faculty - Jason Roscoe, Aubria Nance, Abbey Auxter Administrative - Tarsha Walton, and Chris Theodoropoulos.
Facilitator:	Kristi Bergman and Yannick Ladson
Guests:	
Location:	BG-07
Topic:	Various Topics

Discussion Points

- Anna Seixas was nominated and agreed to serve as Head Federation Delegate for this committee.

Review of Minutes

- The minutes from the September 20, 2018 meeting were reviewed by the committee. One correction to the minutes was to change an error in the year, under the election of the Co-Chairs from 2010 to 2019. A motion was made to accept the minutes, with the correction noted above, by Joan Bush and was seconded by Bonnie Harrington. All members voted yes to approve the minutes.

Old Business

- The Committee discussed the idea of conducting research about how other Guided Pathway (GP) Institutions handle **late registration (P&P13) and tuition refund policies**.
 - There are 30 GP institutions from which committee members will select. 2 to research and post info prior to next meeting. There will be a CANVAS page created for the sub-committee to work through
- **Bonnie Harrington introduced the topic of degree completion and closing out of programs.**
 - Bonnie explained that to discontinue a curriculum – we need to take them off of the table that we submit to department of education, regarding what we offer
 - Need to have a policy that governs how long a program can live.

- If we decide to discontinue a program, need to develop a policy regarding how to go about discontinuing to program to be officially.
- Program Completion Policy – recommendation is that the catalogue lives for seven years from date of matriculation unless the program has been discontinued.
- Could make exceptions for those accredited programs.
- The Committee discussed Readmit student process. Readmit students complete a readmit application, which places them into a current catalogue. The students then meets with a counselor to determine whether or not they can be placed back into the original catalogue year or the current year – based on completion. The closing out of programs would prevent students from getting into curriculum that are already passed and/or discontinued
- Offer certificate/program from “x” years ago with current date of completion.
- Possible data requests:
 - How long does it take our students to complete?
 - How many credits does someone take before they take a 2-year absence?
 - Academic Standing?
 - How do they pay for their classes when they readmit?
- The Committee discussed the Statute of Limitations for the Discontinuation of Degree and Academic Certificate Program process for closing it out (within the College)
 - Procedure for discontinued programs
 - Step by step on how to deal with notifying students about the closing a program.
 - Need to add steps to officially close out the program with the Department of Education.
 - Bonnie Harrington will find out language.
 - Add internal process of coming to a determination to close a program.
 - Donna Richemond will look at this piece.
 - Recommendation from department to officially close the program.
- Topic was tabled until November meeting until supplemental information is available.

New Business –

- The Committee discussed the question about the General college fees and technology fees – comprehensive response on the website (tuition costs)
 - Why are these separate?
 - What if students don’t use computers themselves? Fees are for overall technology fees.
 - Tuition amounts are determined by the Board of Trustees.
 - Whereas, College and technology fees are typically under the purview of the President’s discretion.

A motion was made to adjourn the meeting at 4:52 p.m. by Aubria Nance, and seconded by Abbey Auxter.

The next meeting will be held on November 15, 2018 at 3:30 p.m. in BG-07