

# Community College *of* Philadelphia

## MEETING MINUTES

<b>Work Group:</b>	Academic Support Subcommittee
<b>Meeting Date:</b>	Thursday, May 3, 2019
<b>Meeting Time:</b>	The meeting was called to order at 12:05 p.m.
<b>Attendees:</b>	Delegates: Faculty – Jon Brown & Anna Seixas Faculty Alternate - Jason Roscoe, Administrative - Bonnie Harrington, Joan Bush, DeAndre Jones and Donna Richemond Administrative Alternate - Chris Theodoropoulos & Tarsha Walton
<b>Facilitator:</b>	Kristi Bergman
<b>Guests:</b>	
<b>Location:</b>	Counseling Transfer Room
<b>Topic:</b>	Program Completion Policy

Discussion Points
<p><b>Approval of the Agenda</b></p> <ul style="list-style-type: none"> <li>○ A motion was made to approve the agenda by Joan Bush and the motion was seconded by DeAndre Jones. All members voted yes to approve the agenda, with the addition of the review of the March 21, 2019 minutes.</li> </ul> <p><b>Review of Minutes</b></p> <ul style="list-style-type: none"> <li>○ The minutes from the March 21, 2019 meeting were reviewed by the committee. A motion was made to accept the minutes by Anna Seixas and was seconded by Bonnie Harrington. All members voted yes to approve the minutes.</li> </ul> <p><b>Old Business</b></p> <p>A. Kristi Bergman informed the committee that the IWC recommended moving forward the Statue of Limitations for the Discontinuation of Degree and Academic Certificate Programs Policy at the April IWC meeting.</p> <p>B. Program Completion Policy The Program Completion Policy was presented to the IWC at the April meeting and was sent back to this committee regarding 1.) The seven years which students would need to complete their degree or program of study related to how many students go beyond the seven years; and 2.)</p>

Revising the statement “students must complete their degree or certificate within seven years” to “students shall complete their degree or certificate within seven years”.

There was a lengthy discussion about the changes, and about the intersection of this policy with the Statue of Limitations for the Discontinuation of Degree and Academic Certificate Programs Policy and also the process of students readmitting to the College.

Kristi Bergman will edit the policy and send to all members for their review, in the hopes of recommending the newly revised policy to the IWC at the May 2019 meeting.

**New Business** – None.

A motion was made to adjourn the meeting at 1:10 p.m. by Tarsha Walton and was seconded by Bonnie Harrington. All members voted yes.