

# Community College *of* Philadelphia

## MEETING MINUTES

|                      |  |
|----------------------|--|
| <b>Work Group:</b>   | Academic Support Subcommittee  |
| <b>Meeting Date:</b> | Thursday, October 17, 2019   |
| <b>Meeting Time:</b> | The meeting was called to order at 3:35 p.m.   |
| <b>Attendees:</b>    | Bonnie Harrington, Joan Bush, Jason Roscoe, Kristi Bergman, Lance Roxas, Aubria Nance, DeAndre Jones and Elisa King. |
| <b>Facilitator:</b>  | Joan Bush  |
| <b>Guests:</b>       |  |
| <b>Location:</b>     | BG-07  |
| <b>Topic:</b>        | Various Topics   |

### Discussion Points

**Call to order**

Joan Bush called the meeting to order at 3:35 PM.

**Approval of Agenda**

A motion was made to approve the agenda by Aubria Nance and was seconded by DeAndre Jones. All members voted yes to approve the agenda.

**Election of chair/co-chairs.**

Joan Bush asked the committee for nominations for the 2019-2020 committee chairperson(s). Bonnie Harrington made the motion to elect Kristi Bergman and Lance Roxas to co-chair the committee for the 2019-2020 academic year. Joan Bush seconded the motion. All members unanimously approved the nominees.

The committee meeting minutes for 2019-2020 will be taken by Joan Bush and DeAndre Jones.

**Old Business** – There was a discussion about the process of when policies are approved by IWC and when they go to the President to sign. The Program Completion Policy and the Statue of Limitations for the Discontinuation of Degree and Academic Certificate Programs Policy were approved by the IWC in May, 2019, yet the policies have not been signed. Joan Bush will look into the process of approval after IWC approval.

**New Business** – There was no new business.

A motion was made to adjourn the meeting at 4:10 p.m. by Aubria Nance, and seconded by Lance Roxas.

The next meeting will be held on November 21, 2019 at 3:30 p.m. in BG-07