

Community College of Philadelphia

MEETING MINUTES

Work Group:	Academic Support Subcommittee
Meeting Date:	Thursday, October 23, 2020
Meeting Time:	The meeting was called to order at 3:35 p.m.
Attendees:	Bonnie Harrington, Joan Bush, Aubria Nance, DeAndre Jones, Laureen Tavolaro-Ryley, Derrick Perkins, Dave Asencio, Wendy Kohler, Mary Yanuzzi, Amena Coronado, Stephanie Graves, Arielle Norment, and Tarsha Walton.
Facilitator:	Joan Bush
Guests:	
Location:	BG-07
Topic:	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 Laureen Tavolaro-Ryley and was seconded by Bonnie Harrington. All members voted yes to approve the agenda.

Election of chair/co-chairs.

Joan Bush asked the committee for nominations for the 2020-2021 committee chairperson(s). Wendy Kohler made the motion to elect DeAndre Jones and Arielle Norment as co-chairs for the 2020-2021 academic year. Aubria Nance seconded the motion. All members unanimously approved the nominees.

The committee meeting minutes for 2020-2021 will be taken by Joan Bush and Laureen Tavolaro-Ryley.

Old Business – Dave Asencio presented the revision to the Grade Appeal Policy (#4 – Student Appeals Procedure for Academic and Disciplinary Matters). The following topics were discussed among the committee and questions were addressed to Dave Asencio:

- a) Ensure the language in the policy reflects that this policy is for Final Course grades only (making sure that assignment grades are not a part of this policy).
- b) Process of how Appeal Advisors are appointed – Dave said people would volunteer to serve as an Appeal Advisor.
- c) Process of timeline for students moving onto the DH. It was recommended that students have a few days between hearing from course faculty and contacting the DH (3 days).
- d) Bonnie Harrington recommended an addition to Step 5 – Final Decision – to include that students would be notified of the final decision within 5 business days.

- e) In the Instructions portion – change administrative withdrawal to instructor withdrawal.
- f) The student will email their instructor, not go through a Dynamic Form.

Dave Asencio will send the revisions to the co-chairs of the Committee and the committee will review at the November 19th meeting.

New Business – There was no new business.

A motion was made to adjourn the meeting at 4:55 p.m. by Joan Bush and seconded by Aubria Nance.

The next meeting will be held on November 19, 2020 at 3:30 p.m. via ZOOM.