

# Community College of Philadelphia

*The Path to Possibilities™*

Meeting Minutes  
Academic Support Standing Subcommittee  
January 24, 2008  
3:30-5:00 p.m.  
Counseling Conference Room, W2-3E

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**Delegates Present:** Debbie Allen, Sandra Gonzalez-Torres (co-chair), Todd Jones (co-chair), Bettsy McCoubrey, Bronwynne Rhode, Margaret Stephens, Alison Tasch, Susan Tobia

**Alternates Present:** Diane Freedman, Marline Paramour, Carmen Serrano

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The meeting was convened by Sandra Gonzalez-Torres, co-chair. Debbie Allen replaces Pam Gallimore as a delegate.

## **Agenda Items**

### **#1 Minutes from November Meeting**

Page 2 of the minutes for 11/29/07 was amended (change in bold) as follows:  
Fourth paragraph under "Course Add Policy/Procedure," second sentence – Alison, Ardencie and Diane agreed to initiate the work **with a survey of faculty**.

Todd moved to accept the minutes as amended and Margaret seconded the motion. The minutes were unanimously accepted.

### **#2 Update on Revised Rationale for Time Amnesty**

Results of electronic voting on revised rationale were that 8 voted (a quorum) and 8 approved the revision. Todd sent three documents to Pat Scoles (IWC): a cover memo, Policy and Procedures Memorandum No. 10, and a copy of the rationale. The IWC meets on Monday, January 28<sup>th</sup> at 2:00 p.m. The standing subcommittee co-chairs will present the rationale. Susan suggested that representatives from the subcommittee be there to address the history of time amnesty and the research done on practices at other colleges.

### **#3 Update on Add Policy/Procedure**

Debbie reported that she forwarded to the Deans the question raised at the last meeting concerning the procedure for distance education courses. To be consistent with current procedure: after the 1<sup>st</sup> calendar day of the term, no signature is needed; after the 2<sup>nd</sup> and 3<sup>rd</sup> day, signatures needed from instructor and department head; after the 4<sup>th</sup> day, signatures needed from instructor, department head and dean.

To review the procedure for face-to-face classes: after the class has met once, no signature is needed; after the class has met twice, signatures required by instructor and department head; after the class has met a third time, signatures required by instructor, department head and dean.

A question raised was “How does practice get to policy?” The old policy that addresses “adding classes” doesn’t apply to what we do; it was stated that the practice in place was okayed through the deans and Academic Affairs. The current procedure is written in Records and Registration directions provided each term. Diane and Alison suggested that the practice might vary by department. This needs to be explored. We need to address what makes sense and what faculty and deans can live with. For now, it was suggested that we stick with what happens via Registration guidelines.

Instructors vary in what they cover in the first class/week. Do we want to allow some discretion? Margaret suggested a small representative committee come up with a suggested policy. Diane suggested that the committee look at data. What happens to students who come in late to a class? This can be researched through Banner. Debbie advised that we compare this group with students who did not register late. Alison commented that we might want to have some exception for certain circumstances. It was suggested that Alison, Diane and Ardencie (who already volunteered to address this issue) look at the data first and then bring in representatives from advising, registration, and the student body. Debbie will send Bantasks a request for data.

Sandra suggested we also look at other institutional practices. In the end, we should do what is in the best interest of students.

### **#4 Update on Plagiarism Issue**

Alison’s concern was that the policy be consistent. She distributed the current Student Handbook and directed the group to page 134. Academic issues go through the departments and Academic Affairs; disciplinary issues go through Student Affairs. The Joint Appeals Committee deals with both. It was stated that the Student Code of Conduct is not clear as it lumps things together. On page 138, the rules for academic and behavioral issues are in the same list. Todd suggested a separate section for these two areas.

Alison also distributed a handout by the English Department on plagiarism. Sandra responded that we are dealing with 2 different issues: 1) clearly delineating the different policies and procedures for academic and student affairs and 2) plagiarism. It was suggested that we cannot impose a plagiarism policy on departments, although a

suggested institutional policy could offer departments language to use in their current policies.

Todd looked at the minutes of the Academic Support subcommittee from 2002-2004 with regard to the Code of Conduct and the minutes from last year. Bettsy noted that the subcommittee worked in conjunction with Student Affairs on the appeals procedure found on page 145 and that it was passed by IWC. She suggested that a group work on the rules and regulations stated on page 138 and pull out all items related to academic issues. Sandra called for volunteers for such a group. Sandra, Bettsy, Alison, Marline, and Todd volunteered. It was suggested that the current electronic version be sent to this group and that they work from this version.

Diane suggested that one way to communicate across departments is to follow up on plagiarism incidents. Margaret wondered if the College would consider investing in "Turnitin" or some other plagiarism detector.

Susan distributed the College Policies and Procedures Memorandum No.3: Plagiarism, Classroom Cheating, Electronic Cheating, and Non-Print Product Misrepresentation, revised 12/2/99. It was asked whether the Code of Conduct supercedes this Memorandum. Susan also distributed a document by Dianne Perkins on plagiarism and how it can be avoided. She also stated that one of the goals of the Academic Master Plan is to review academic policies. It was suggested that the volunteer group define plagiarism institutionally and clarify the Code of Conduct process. Bronwynne will ask if any students would like to serve on this volunteer group. Margaret concluded the discussion by suggesting that the group start from a policy and procedure that makes sense and then go back to the Code of Conduct and revise it.

#### **#5 Request from SGA regarding Access to Services**

No representatives from the student group who sent forward a request to the Academic Support subcommittee to review access to student support services were present. Bronwynne stated that she was only aware of the need to have the library hours extended. Student representatives from SGA will be invited to come to the next committee meeting to discuss their request, which also included access to academic computers and the Learning Lab. Sandra will e-mail Michael Akoto-Bamfo, President of SGA. This is also a Business Affairs issue.

#### **#6 President Curtis' Memo on College Governance Procedures**

Sandra asked if there were any discussion. The main thing is that a special assistant (Pam Gallimore) had been appointed to communicate the business of governance. It was noted that the meetings for the academic subcommittees of Curriculum and Academic Support are scheduled at the same time. It was suggested that Pam be asked to change this in the event that members from the respective subcommittees wanted to participate in each other's meetings.

Todd called for a motion to adjourn which was seconded by Bettsy and accepted by all. The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Susan Tobia  
2/3/08