Community College *of* Philadelphia

MEETING MINUTES
The Standing Committee on Academic Affairs - Sub-Committee on Academic Support
February 26, 2009
3:30pm W2-3E Counseling Center Conference Room
Community College of Philadelphia
1700 Spring Garden Street Philadelphia, PA 19130

Attendance: Members not present at meeting are crossed out.

Administrative Appointees		Federation Appointees	
Appointees	Alternates	Delegates	Alternates
~~Bhavesh Bambhrolia~~	~~Marline Paramour~~	Diane Freedman	Todd Jones
~~Fran DiRosa~~	~~Susan Tobia~~	Bettsy McCoubrey	Faith Watson
Sandra Gonzalez- Torres		~~Alison Tasch~~	~~Gina MacKenzie~~
Beatrice Jones			~~Carmen Serrano~~
Student Appointees		Guests Present	
Delegates	Alternates		
Malika Rochester	Mark G. Thomas		
Marquita Buchnan	William Lloyd		
Nestor Serrano			

I.   Call to Order
Bettsy called to order the regular meeting of the Standing Committee on Academic Affairs – Sub-Committee on Academic Support at 3:30pm.

Approval of Minutes:
Amendments to Jan 23, 2009 meeting notes:
It was noted that Mark G. Thomas (student) did indeed attend the January meeting and should be shown as thus. Also noted that although Faith Watson was not in attendance at last month's meeting, she is not included on the list of Federation Appointees as alternate; will add her to the list.

Diane Freedman moved to vote on the minutes as amended. Bea Jones seconded the motion. Minutes were unanimously accepted.

II.   Old Business:

"Add Policy":
Members of the workgroup (Bhavesh Bambhrolia, Diane Freedman, Malika Rochester and Susan Tobia) proposed a new Add Policy for approval. Copies were distributed to all.

Diane Freedman explained that when the group met, they acknowledged and were very careful to balance the faculty, student and administrative needs. They admit that the policy they propose may seem radical but they wanted to begin the discussion.

The proposed policy is divided into two sections: Distance Education Courses and all other courses. All members agreed that more specific language would help clarify the policy.

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Also asked was whether we need to define "signature/approval"? Bea Jones explained that CCP email is accepted by the Office of Records and Registration as official faculty signature/written approval. It was therefore agreed that the words: "written approval" would be better than the word "signature".

Recommended language is as follows in bold:

"To add a course after the term starts:

- Once the class has met, the ~~signature~~ **written approval** of the instructor is required.
- If the class has met **between three to six hours**, the ~~signature~~ **written approval** of the instructor and the respective department head are required.
- If the class has met six **or more** hours, the ~~signature~~ **written approval** of the instructor, the respective department head, and the division dean are required."

Further questions:
Do we need to consider the length of the semester/term when approving the policy?
> It was agreed that by using the words "Hours" or "Days," this allows for universality between semesters or terms.

Who is responsible for getting the appropriate written approval?
> Students are responsible.

Does the policy allow students the necessary time/opportunity to get the appropriate written approval? ie: What if students cannot find the instructor, chair, etc?
> While it is acknowledged that students might have difficulties finding the appropriate written approval (and that in many cases, it's the financial aid process that leads students to adding after the semester begins), it was also acknowledged that the registration and financial aid processes begin many months before the start of the semester/term and therefore students must learn that they cannot wait until the last minute to add courses. Finally, it was also acknowledged that the College is aware of the situation due to the fact that many more classes are being added to the "13, 12 and 10 week" terms.

Distance Education: No changes were recommended for this section. Diane explained that distance education courses officially "open" to all Distance Education students on the first day of the semester and therefore the workgroup agreed to use "two calendar days" as the timeline. Students agreed this was fair.

Action Item: A motion was made by Bea Jones that the revised wording for the Add Policy be accepted and incorporated into existing College Policies and Procedures Memorandum No. 13. Diane Friedman seconded. All were in favor however the committee now recommends that the workgroup update the rest of the policy.

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"Academic Honesty":

The workgroup met earlier this week. Copies of the Academic Honesty rationale were distributed. This policy is being reviewed because the current campus wide policy (on plagiarism) is outdated and in any case, is not consistently followed through out the college.

While the workgroup began to discuss procedures for reporting and appeals, it still has many areas to discuss: definitions, procedures, sanctions, etc.

The English Department has a developed departmental policy and procedure; they keep student files for instances of plagiarism. Faith Watson would like to join this workgroup.

Action Item: The workgroup will meet and then report back at the next meeting.

III.   New Business:
No new business.

IV.   Adjournment:
Meeting adjourned at 4:50pm.

Minutes submitted by Sandra Gonzalez-Torres