

Community College *of* Philadelphia

MEETING MINUTES

The Standing Committee on Academic Affairs - Sub-Committee on Academic Support

March 25, 2010

3:30pm W2-3E Counseling Center Conference Room

Community College of Philadelphia

1700 Spring Garden Street Philadelphia, PA 19130

Attendance:

Administrative Appointees		Federation Appointees	
Appointees	Alternates	Delegates	Alternates
Bhavesh Bambhrolia	Sandra Hernandez-Mejia	Diane Freedman	Fred Dukes
Fran DiRosa	Yvonne King	Todd Jones	John Mangano
Sandra Gonzalez- Torres	Marge Niven	Betsy McCoubrey	Alison Tasch
Beatrice Jones	Marline Paramour	Faith Watson	Donald Weinberg
Student Appointees		Guests Present	
Delegates	Alternates		
Javaughn Pugh	Eugene O. Smith		
Tiffany Jenkins	Chante Moses		
Diana Hill			
Kevin Hatahell			

I. Call to Order:

Betsy McCoubrey called the meeting to order. (All welcomed Betsy back from her absence.)
Due to a snow storm, the February 2010 Meeting was canceled.

II. Approval of Minutes:

Discussion on the January 2010 minutes led to some minor changes. Faith moved and Diane seconded the vote on the January minutes. The minutes with appropriate changes were unanimously approved.

III. Old Business:

Add, Drop and Withdrawal Policy

Fran introduced the topic by sharing that when Diane and Sandra GT approached IWC to propose this policy, both Sam Hirsch and Judy Gay had been under the impression that we had been proposing a new policy. In fact, our Sub-Committee was under the impression that we were simply taking what is current practice and formalizing it into policy. (We were clarifying the procedure.)

Fran also mentioned that Sam was under the impression that technically there is no official policy for us to improve and that what is on the system (what we printed from the CCP website) is not technically a policy. Thus a new policy would need to be created from scratch. Discussion revolved around the difference between policy and procedure and Fran questioned whether our subcommittee is to focus on policy and not procedure.

Many were discouraged but Bhavesh reassured the Sub-Committee that our time and effort was not wasted. It turns out that the Office of Student Records and Registration in anticipation of the "one stop shop" has been working to develop and improve their procedures. He assured us that as part of this review, some of this Sub-Committee's recommendations for the Add, Drop

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and Withdraw process (like allowing for electronic signatures for late registration) have been considered and accepted for office practice.

While many were reassured, the question about who would develop the new policy was asked. Diane told the Sub-Committee that she spoke with Pat Scoles, Chair of the IWC and that our memo to the IWC (asking that the President appoint a member of our Sub-Committee to the ad hoc committee that develops a new Add/Drop/Withdraw policy) was given to Judy Gay, Vice President of Academic Affairs. She would presumably deliver this to the President on our behalf. Diane will follow up on the status of this request for an update at our next meeting.

It was mentioned that once this policy is updated that others (like PNP #5 on attendance, withdraws, course audits and reinstatement) would also need to be updated since many policies crossover with topics related to each other. Sandra and Marge noted that one goal listed in the current as well as in the proposed update to the Academic Master Plan is to review and update all academic policies since as this Sub-Committee has already noted, many campus policies are out of date.

Academic Honesty

Betty enlightened our Sub-Committee revealing that further research on the topic shows the new term is now "Academic Integrity" (not Academic Honesty). Since our last meeting, Alison, Betty, Faith and Marge met as a task group to work on this.

Appendix A of the Academic Master Plan, "Policy Analysis Guidelines and Format" was distributed to help the Sub-Committee understand the steps that the task group is taking in developing this new policy. At their task group meeting, members agreed to take on a few of the tasks from this list.

1. Faith would work on the goals to be achieved (listed under "Policy Analysis" (PA) #1) and the procedures statement ("Policy Format" (PF) # 5) from the handout.
2. Marge would work on the statement of intent, PF #2.
3. Betty would work on the policy statement, PF #4.
4. Alison agreed to work on whether the policy would be internally consistent and whether it was also consistent with the other College policies, PA #3 and 4.

Questions they feel must be considered when developing this new policy are:

- What do we want? What is the goal? Faith and others emphasized the need to make this an educational process and focus on the positive (not only focus on the punitive measures).
- Educating not just the students but also the faculty so that they design projects, assignments, etc. that are less likely to be plagiarized/copied, etc.
- Also if as is expected, this becomes a campus wide policy, we need to determine where final dispensation of any violations will be kept. Some institutions keep such records in a central office (maybe the Office of Student Records and Registration?)

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Alison reminded us that she is interested in detangling the current Student Code of Conduct into it's academic vs. disciplinary sections. She intends to work with Student Life and the Standing Committee on Student Affairs.

Faith then handed out a copy of her proposed procedures and the overall goal sought by the proposed policy. Discussion about these developed. All thanked Faith for her work but admit it is early to decide on procedures when other steps such as defining Academic Integrity must still be accomplished.

Academic Standards and Progress Policy (PNP # 8) – to discuss the grade of “D” or “MP”

An update on this issue was tabled due to lack of time.

IV. New Business:

Betty was presented a card signed by all members of the Sub-Committee expressing our sympathies for the recent passing of her husband.

V. Adjournment:

Meeting adjourned at approx 5pm.

Minutes voted and approved via email – May 2010.