Community College of Philadelphia
The Path to Possibilities™

Institution-Wide Committee
Regular Meeting
Monday November 26, 2007
2:00 p.m.
Isadore A. Shrager Boardroom

DRAFT MINUTES

Presiding: Pascal (Pat) Scoles
Present: <u>Administration</u>: Judy Gay, Sharon Thompson, Samuel Hirsch, Tom Hawk
               <u>Faculty Federation</u>: James Cochran, Charles Herbert (alternate voting for part of the meeting), Richard Keiser (alternate voting for part of the meeting), Bridget McFadden, Pascal (Pat) Scoles, Gary Mullin
               <u>SGA</u>: Michael Akoto-Bamfo, Anna Hargrove

Guests: Edward Baker, Mardi Holliday

The meeting was called to order by Pat Scoles.

Minutes of September 24, 2007

Motion: Accept the minutes of September 24, 2007 (Thompson/Herbert)
Vote: Nine in favor
Action: **Motion approved**

Recommendation to Change the Reporting Function of the Library
Judy Gay gave an overview of the recommendation to change the reporting function of the Library.

Motion: Approve the recommendation to change the reporting function of the Library (Herbert/Akoto-Bamfo).
Vote: Nine in favor
Action: **Motion approved**

Proposal for an Associate in Arts Degree: Management of Information Technology
Mardi Holliday gave an overview of the proposal. She said the proposal responds to the needs of students who are interested in a smooth transfer into four-year college programs. Edward Baker added that the proposal includes core CIS courses, business courses and core College required courses.

The first question was whether there are articulation agreements in place. Mardi Holliday responded that they are close to finishing agreements.

There was a question about whether students can still get employment if they did not want to transfer immediately. Mardi Holliday responded that students could still work in the field with a two-year degree.

The next question pertained to how students would get information about the degree. Mardi Holliday and Edward Baker mentioned the following: catalog; work with the School District; meetings with counselors; meeting with advisors; discussions with other program coordinators; College career fairs; web site. Mardi Holliday added that they are open to suggestions for getting the word out about the degree.

There was a concern about whether advisors are qualified to share the most pertinent information. Mardi Holliday responded that the CIS Department works closely with students. She said that most of their students know that they need to go to the CIS faculty for advising.

An example was given of a student interested in learning about upgrading hardware and stating that the College does not teach that. Edward Baker stated that the College does offer that.

The next question addressed the language on page 10 of the proposal which referred to the possibility of students with prior experience being placed in higher level courses. Mardi Holliday explained that the Department does have a process for waiving courses and for credit by exam.

There was a question about the transferability of the business courses. The assumption was that the courses transferred to most institutions. Edward Baker stated that the department checked and the courses are transferable.

There was a question about whether the CIS courses will be offered on a more regular schedule. Mardi Holliday responded that they are about half way through a three-year plan for course offerings. Judy Gay added, and Mardi Holliday agreed, that the Department has offered some low enrolled courses under their plan to meet student needs.

A suggestion was made to market the new degree to CST students. Mardi Holliday agreed that it is a good idea.

There was a question about why the Department did not seek to align transfer with Drexel's Information Systems degree. Chuck Herbert responded that the Information Systems degree at Drexel is "more library oriented."

Mardi Holliday confirmed that the intended implementation date is Fall 2008.

There was a question about inclusion of Math 118 as the appropriate level of mathematics and a question about advising to match specific requirements like math. Mardi Holliday responded that faculty will encourage students to take higher level math courses. She said the Department will discuss the idea of putting together a guide for transfer.

Motion: Recommend proposal for an Associate in Arts Degree: Management of Information Technology.
Vote: Ten in favor
Action: Motion approved

New Business
None

Old Business
There was a question about whether IWC meets in December. A December meeting is scheduled, and there will be a meeting if there are agenda items.

There was a question about the status of the general education proposal. Judy Gay stated that the General Education Working Group is still finalizing the language for their report to send to Dr. Curtis. The report may be on the December agenda for IWC as an information item. There was a discussion about the governance process. There is disagreement on the interpretation of some of the language on standing committees that is in the full-time faculty contract.

The meeting was adjourned at 2:43 p.m.

Judy Gay
Secretary