

COMMUNITY COLLEGE OF PHILADELPHIA

**Institution-Wide Committee  
Regular Meeting  
Monday February 25, 2008  
2:00 p.m.  
Isadore A. Shrager Boardroom**

**MINUTES**

**Presiding:** Pascal (Pat) Scoles  
**Present:** Administration: Judy Gay, Sharon Thompson, Bea Jones  
(alternate voting at this meeting)  
Faculty Federation: James Cochran, Charles Herbert (alternate  
voting at this meeting), Richard Keiser (alternate voting for part  
of this meeting), Gary Mullin, Pascal (Pat) Scoles  
SGA: Michael Akoto-Bamfo, Anna Hargrove, Mary Anderson  
(voting for part of the meeting), Wei Hou (alternate), Diana  
Sokeng (voting for part of the meeting), Ezekiel Mathur (alternate  
voting at this meeting)  
**Guests:** Deborah Rossi, Peter Watkins

The meeting was called to order by Pat Scoles.

**Minutes of January 28, 2008**

**Motion:** Accept the minutes of January 28, 2008 (Thompson/Herbert)

**Vote:** Eleven in favor

**Action: Motion approved.**

**Proposal for Medical Assisting and Office Management (MAOM) Program  
Revision**

The proposal identifies changes in: prerequisites; changes in course names; changes in course designations; an increase in credits for one course and a consequent increase in program credits from 63 to 64. Deborah Rossi reviewed the written rationale for the changes.

There was a discussion about communication of changes to current students and others in the College community. Deborah Rossi agreed that any approved changes will be communicated in writing.

In response to questions about the number of students and faculty in the programs, Deborah Rossi stated that there are about 34 MAOM students and about 40 Health Services Management students. There is one full-time faculty member and there are two part-time faculty members.

There was a question about the increase in cost to students by adding an additional credit and a question about the proposed effective date. The current tuition per College credit is \$115 but the actual amount paid depends on residency. The change would be effective Fall 2008.

**Motion: Recommend the proposed revision to the MAOM Program**  
(Herbert/Thompson)

**Vote: Eleven in favor**

**Action: Motion approved.**

**Proposal for a Revision to the Health Services Management Program**

This proposal describes a prerequisite change for AH 220; addition of an additional course, AH 112, to the curriculum; giving students the option of taking ECON 112 or MATH 150; removing HSVM 220 as a required course; changing the designation of eight courses to AH (Allied Health); a reduction of credits as a consequence of the changes from 63 to 62.

Deborah Rossi explained the rationale for the proposed changes. There was a discussion about whether it is necessary to change the course description under MATH 150 in the *Catalog* because it states that ECON 112 can not be used as a substitute for MATH 150. Deborah Rossi agreed to discuss the possibility of changing that course description with the Department Head for Mathematics because that wording may confuse students.

There was a discussion of transferability. Deborah Rossi explained how she discussed the curriculum with transfer institutions and how she tries to guide students toward the best options in course taking based on transfer.

There was agreement by several committee members that the semester by semester description in the document would be useful to include in the *Catalog*.

Deborah Rossi agreed that, if the proposal is approved, information will be communicated in writing to students and other College constituencies.

**Motion: Recommend the proposed revision to the Health Services Management Program.** (Thompson/Keiser)

**Vote: Eleven in favor**

**Action: Motion approved.**

**New Business:**

None

**Old Business:**

Judy Gay stated that the Minutes of January 28, 2008 include a statement by Todd Jones that the issue of including “MP” grades as part of the proposed Time Amnesty Policy was not mentioned in the minutes. That issue was in the minutes, but Todd Jones had minutes from May 2007 instead of from June 2007. Judy Gay sent the correct minutes to Todd Jones.

Judy Gay stated that Dr. Curtis sent a letter to the IWC chairs and to her as Vice President for Academic Affairs approving the General Education requirements as submitted by the General Education Working Group. The new requirements will be posted for the College community to review.

IWC members agreed that there will be a discussion of the requirements and the implications of the requirements at the next IWC meeting.

The meeting was adjourned at 2:45 p.m.

Judy Gay  
Secretary