

Community College *of* Philadelphia

AGENDA
Institution-Wide Committee
Monday, May 23, 2011
2:30 p.m.
I.A.S. Boardroom, M2-1

I. Call to Order

II. Attendance

III. Approval of Minutes

(a) January 24, 2011

IV. Old Business

V. New Business

- (a) College Policies and Procedures Memorandum No. 8: Academic Standards and Progress (Submitted by Samuel Hirsch as an information item.)
- (b) Revision of the Acceptable Use Policy (College Policies and Procedures Memorandum No. 307) (Submitted by the Technology Coordinating Committee Subcommittee)

VI. Adjournment

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday, January 24, 2011
2:30 p.m.
Isadore A. Shrager Boardroom
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

Committee Delegates Present

Mary-Lynn Brown, Judith Gay, Kevin (Mike) Hatchell, Charles Herbert, Valerie Vaincoeur

Committee Alternates Present

Mary Anne Celenza (voting), Jane Grosset (voting), Bea Jones (voting), James Osborne (voting)

Guests Present

Miles Grosbard, Pete Watkins, Walt Yakabosky (ECA)

I. Call to Order

The meeting was called to order by Mary-Lynn Brown.

II. Approval of Minutes

The IWC unanimously accepted the minutes of December 20, 2010.

III. Old Business

None

IV. New Business

(a) **Proposal for New Program: Academic Certificate in Energy Conservation and**

(b) **Proposal for New Program: Associate of Applied Science Degree in Building Science**

Discussion: Miles Grosbard introduced the proposals. He explained that the Architecture, Design and Construction (ADC) Department has had a long standing Construction Management Program. The Academic Certificate in Energy Conservation creates a timely specialization. The AAS degree in Building Science basically follows a medical model. It is now possible to tell how a building is performing, how efficiently it is operating. The field has grown in the last few years and will continue to grow. The goal is to prepare people for 21st century jobs. In preparing the proposals, they conducted a research project and consulted industry representatives. Many of the courses needed already exist and students are already interested in signing up for the program.

The one year academic certificate can link to an apprenticeship program. Walt Yakabosky, Director of Training at the Energy Coordinating Agency, agreed that

the intention is to seek recognition as an official apprenticeship from the Department of Labor. Walt Yakabosky briefly explained the components of an apprenticeship program. He stated that, if successful, this should be the first federally approved program in the nation, and certainly the first in Pennsylvania. Miles Grosbard stated that even if the recognition is not forthcoming, the program at CCP can stand on its own.

An additional part of the plan is to create a 2 + 2 + 2 opportunity for students. Four high school partners have been identified for the first 2 years; the students could continue at CCP for the second 2 years; the final 2 years would be as part of Drexel University's Applied Engineering Technology degree program. Miles Grosbard described this as a win – win – win opportunity. He also stated that they may pursue some grants.

Chuck Herbert stated that NSF has some funding that may be available to support their efforts. He had four questions. First, was there any coordination with Corporate Solutions? Miles Grosbard stated that Corporate Solutions has been deeply involved. Second, shouldn't the technological competency requirement which is met by a combination of courses in ADC, be mentioned in the document. Miles Grosbard stated that it is in the curriculum grid but he has no problem with having something added in the document. Third, will the courses that are new be ready before the program is offered? Miles Grosbard responded that the department has already been working on the courses and he guaranteed they would be completed by March 15, 2011. Fourth, who is responsible for program coordination? Miles Grosbard responded that the offerings fall under Construction Management but the department is engaged in a conversation about who takes responsibility for what.

Chuck Herbert said he spoke to the faculty representatives who were not present and there was unanimous support for the programs. Mary-Lynn Brown also expressed support for the proposals.

Action Item: Recommend the Proposal for a New Program: Academic Certificate in Energy Conservation (Herbert/Celenza)

Vote: Nine (9) in favor. Motion approved.

Action Item: Recommend the Proposal for a New Program: Associate of Applied Science Degree in Building Science with the inclusion of language about technological competency (Herbert/Jones)

Vote: Nine (9) in favor. Motion approved.

VI. Adjournment

The meeting was adjourned at 2:55 p.m.

After the meeting, it was decided that there is a need for an expedited review of the proposals.

College Policies and Procedures

Memorandum No. 8

Academic Standards and Progress

I. **Academic Standards and Progress Policy** (Note: Students receiving financial aid are held to additional satisfactory academic progress regulations found in section VI.)

A. **GPA Policy:** Students must maintain a cumulative grade point average for all college credited courses according to the following College schedule. GPA will be assessed after a student has attempted 12 college credited hours. (Note: Developmental courses will not count toward GPA calculation.)

Minimum Required Cumulative GPA	Cumulative GPA Credit Hours Attempted
1.40	12
1.50	18
1.60	25
1.75	37
1.85	49
2.00	Graduation

B. **Progress Policy:** Students must maintain satisfactory progress for all courses. Satisfactory progress will be based on a cumulative successful completion of 67% of all credits attempted and will be assessed after a student has attempted 12 credit hours. For the purposes of calculating satisfactory progress, withdrawals made within the refund period will not count towards the calculation of progress. A grade of A, B, C, D, P, or MP will be considered a successful completion. However, a grade of MP cannot be given in the same course more than two times. On the third attempt, a grade of MP will be converted to a grade of F.

C. Students who do not maintain satisfactory course completion and/or GPA will:

1. Be put on full-time (13 credits maximum) academic probation. Students on academic probation of any kind must meet with a counselor before registering for any term.
2. At the end of any full-time academic probation term, a student will be evaluated as follows:
 - a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.
 - b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of A, B, C, P, or MP in 67% of the credits attempted for that term, he/she will continue on full-time

academic probation. When the student achieves the cumulative 67% completion rate and GPA requirements he/she will be removed from academic probation. Students may not register until they have met with a counselor.

- c. If the student fails to earn a grade of A, B, C, P, or MP in 67% of the credits attempted for the term, he/she will be placed on part-time (7 credits maximum) academic probation. Students on part-time academic probation during any summer term will be limited to three (3) credits or six (6) credits for offerings spanning 14 weeks. Students may not register until they have met with a counselor. Students wishing to appeal their part-time academic probation status may do so through the Counseling Department. Final adjudication will rest with the Reinstatement Committee.
3. At the end of the first part-time academic probation term, a student will be evaluated as follows:
 - a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.
 - b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of A, B, C, P, or MP in all credits attempted for that term, he/she will be permitted to continue on part-time (7 credits) academic probation until such time that the student achieves the cumulative 67% completion rate and GPA requirements and is removed from academic probation. Students may not register until they have met with a counselor.
 - c. If the student fails to earn a grade of A, B, C, P, or MP in all credits attempted for the term, he/she will be dropped from the college for poor scholarship and/or insufficient progress.
 4. After a student is dropped for poor scholarship and/or insufficient progress for the first time, he/she will be required to sit out for one term, with summer counting as one term, before applying for reinstatement. Students wishing to appeal the requirement to sit out for one term may do so through the Counseling Department. Final adjudication will rest with the Reinstatement Committee.
 5. After a student has sat out the minimum of one term, he/she may return to the college on part-time (7 credits) academic probation but cannot be registered until he/she has met with a counselor. Students who return to the College after dismissal will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.
 6. Students who are dropped for either insufficient progress or poor scholarship following reinstatement may not be reinstated until they appeal successfully to the Reinstatement Committee. All students who are reinstated based on appeals will be placed on part-time (7 credits) academic probation and will be

assessed at the end of each term in accordance with the part-time academic probation sequence described above.

The following chart shows sample calculations of necessary course completion rates based on the 67% completion rate and minimum GPA requirements.

Attempted Credits	Minimum GPA	Calculation Applied	Required Completion Rate
12	1.40	$12 \times 67\% =$	8 credits completed
18	1.50	$18 \times 67\% =$	12 credits completed
25	1.60	$25 \times 67\% =$	17 credits completed
37	1.75	$37 \times 67\% =$	25 credits completed
49	1.85	$49 \times 67\% =$	33 credits completed
60	2.00	$60 \times 67\% =$	40 credits completed
72	2.00	$72 \times 67\% =$	48 credits completed
84	2.00	$84 \times 67\% =$	56 credits completed
90	2.00	$90 \times 67\% =$	60 credits completed

II. Policy on Repeated Courses*

A. Students may repeat courses to improve an initial grade of B, C, D or F.

The following conditions apply:

1. When a student repeats a course for the first time (second attempt), the higher grade earned (either initial grade or grade of second attempt) will be the grade counted in the calculation of the GPA.
2. When a student repeats a course for the second time (third attempt), the highest grade earned (either initial grade or grades of second or third attempt) will be the final grade counted in the calculation of the GPA.
3. Courses repeated three or more times (fourth attempt or greater) are not calculated in the GPA.

B. A grade of MP will not be given for a third time in the same course. The MP grade may be awarded no more than twice. Any MP for a third subsequent attempt will be converted to an " F" .

C. Credit for a course is given only once. Each attempted grade will appear on a transcript. Note: Some colleges to which students may wish to transfer do not accept this method of calculating grade point averages.

*The Academic Progress Policy for CAP A-Level students supersedes this policy.

III. Incomplete Work

A. The letter "I" on a student's grade report or transcript indicates that a student has not completed all the requirements for a grade in a course.

- B. The instructor will inform the student of the work to be completed and the date that it is due. Notification of the incomplete grade will be forwarded to the department head through the use of the incomplete grade form.
- C. An incomplete grade becomes a failing grade (F) if the work is not completed within six weeks from the end of the final exam period in which the “ I” grade was assigned.
- D. An “ I” will not be counted in the student's grade point average and academic progress in determining academic standing.
- E. Since only completed work can be counted as making progress towards the degree, students must be aware that an incomplete grade may have implications for qualifying for financial aid. In addition, incomplete grades will not satisfy requirements for prerequisites.

IV. Withdrawals from Course

- A. Students may withdraw from a course(s) but must do so by the published deadline for each term. After this date, students will be assigned the grades they have earned. Students who withdraw after the refund period and before the deadline date for any term will earn a grade of “ W” on their transcript. Note that excessive withdrawals will affect academic progress.
- B. Students dropping a class must complete the necessary form, available from the Office of Student Records and Registration, and submit the form to this same office. Students are strongly encouraged to consult a counselor, if on academic probation, or an academic advisor prior to dropping courses.
- C. Students completely withdrawing from a term must complete the necessary form, available from the Office of Student Records and Registration, and submit the form to this same office. Students must consult a counselor prior to withdrawing from an entire roster of classes for any term.
- D. The date when the Office of Student Records and Registration is in receipt of the appropriate drop or withdrawal form is the official date of withdrawal. A student who cannot appear in person to fill out a withdrawal form must send a letter stating the date and reason for the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. In the event of an emergency where the student cannot submit the form in person or by mail, a telephone call will be accepted but a written request must follow. An instructor may initiate a withdrawal (according to Policies and Procedures No. 5). (Note: Students should not assume that an instructor will initiate such withdrawals.)

- E. Students who are unable to complete a course(s) because of serious illness or other emergency may apply for an excused withdrawal within two (2) years of the occurrence to the Office of Student Records and Registration. Excused withdrawals are not counted in determining academic progress; however, excused withdrawals are counted as an attempt when awarding financial aid. Satisfactory documentation of the illness or emergency will be required.

V. Reinstatement

Students applying for reinstatement to the College must submit an “Application for Reinstatement Form” to the Reinstatement Committee. Applications may be obtained in the Division of Educational Support Services Office. Forms must be submitted no later than the deadline dates stated in the calendar in the College catalog. Applications received after the deadline dates will be rolled over and considered for the following academic term. Students will be notified in writing of the Committee’s decision.

VI. Satisfactory Academic Progress Requirements for Students Receiving Financial Aid

A student receiving financial aid is required to make progress towards his or her program of study each term. To maintain eligibility for financial aid, the course completion rate is two-thirds successful completion (67%) and maintaining minimum GPA requirements. However, academic progress standards set by Financial Aid Regulations are stricter than the College’s Academic Standards and Progress Policy:

- A. Neither academic, nor time amnesty, which the College approved, can be used when computing financial aid satisfactory academic progress (SAP).
- B. All excused withdrawals are counted as attempted credits.
- C. Financial aid eligibility is limited to 150% of the credits needed to graduate for each program of study. All attempted credits are counted towards this maximum, regardless of whether or not a student received aid during previous periods of enrollment. Credits transferred into the College are counted toward the 150% maximum limit.
- D. There is a maximum limit of 30 developmental course credits.
- E. Incomplete (I) or unreported (NR) grades are counted as attempted credits.
- F. All attempted credits are counted whether or not a student received financial aid;

The following new provisions become effective July 1, 2011 and are applicable to all students receiving federal student aid:

- G. Financial aid can be applied only once to repeat any course where the student received a passing grade of A, B, C, MP, P, and D. Students who failed (grade of “F”) or withdrew from a course (“W”) in any previous attempts are not restricted by this one repeat limitation. However, once the student does earn a passing grade, then financial aid will only pay once to repeat that course.

The Office of Financial Aid will review academic progress after the Fall and Spring semesters, and Summer. Students deemed not to be making satisfactory academic progress will be placed on a financial aid warning status for the next term. Students may continue receiving financial aid while on financial aid warning status. No appeal is necessary. After the financial aid warning period, a student who fails to meet the Satisfactory Academic Progress Requirements for Students Receiving Financial Aid (as outlined above), will be ineligible for aid. Students may submit to the Financial Aid Academic Progress Appeals Committee a request to have his/her financial aid eligibility reinstated based on:

1. Death of a relative;
 2. Injury or illness of the student; or
 3. Other special circumstances.
- a. The appeal must be submitted along with written explanation about why the student failed to make satisfactory academic progress and what has changed that will allow the student to be successful for the next term. Students must also provide appropriate supporting documentation, e.g., doctor's note, receipts, or obituary with their appeals. Students who successfully appeal their aid ineligibility will be placed on financial aid probation. The decision of the Financial Aid Academic Appeals Committee is final.
 - b. A student on financial aid probation may receive financial aid for one semester or summer. At that point, the student must meet the College's Academic Standards and Progress policy or the requirements of an established individual probation conditions plan to maintain financial aid eligibility. The probation conditions plan is a set of academic performance expectations to ensure that the student is able to meet satisfactory academic progress (SAP) standards by a specified point in time. If a student begins and continues to follow the set plan, she/he may continue receiving financial aid.
- H. If appeals have been approved for students and they are dropped for poor scholarship and/or insufficient progress after failing to meet the probation conditions plan that was established for them, they will be ineligible for financial aid until they return to good academic standing.

COMMUNITY COLLEGE OF PHILADELPHIA

COLLEGE POLICIES AND PROCEDURES

–MEMORANDUM NO. 307

–ACCEPTABLE USE POLICY

FOR INTERACTIVE SYSTEMS~~SYSTEM7~~

Revised: December, 2010
July 25, 2007

Original Date of Issue: May 15, 1997~~1996~~

*Revised by the Technology Coordinating Committee and approved by IWC and the President
6.19.07*

Introduction

~~Introduction~~

In support of its mission, Community College of Philadelphia provides access to computing and information resources for students, faculty, and staff within institutional priorities and financial capabilities. All members of the College community who use the College's computing and information resources¹⁺ are responsible to safeguard the integrity of these resources, respect the rights of other computing users, and abide by all pertinent license and contractual agreements. It is the policy of Community College of Philadelphia that all members of its community act in accordance with these responsibilities, any relevant laws and contractual obligations, and the highest standard of ethics.

Social networking services/sites can provide a virtual community external to the College.. Members create their own online “profile” with biographical data, pictures, likes, dislikes and any other information they choose to post. They communicate with each other by voice, chat, instant message, videoconference and blogs, and the service typically provides a way for

members to contact friends of other members. Examples include but are not limited to Facebook, MySpace, Friendster, Plaxo, LinkedIn, Ryze.

The use of information technology must remain in keeping with the philosophy and mission of the Community College of Philadelphia. —Users must abide by this and any other relevant policies, procedures and guidelines. These policies and guidelines include but are not limited to: to 9—

- ~~_____~~ **College Policies and Procedures Memorandum #3** – Plagiarism, Classroom Cheating, Electronic Cheating, and Non-Print Product Misrepresentation~~MisrepresentationR~~
- ~~_____~~ **College Policies and Procedures Memorandum #305** – Policy Governing the Use and Duplication of Software~~SoftwarI~~
- ~~_____~~ **College Policies and Procedures Memorandum #309** – Hardware and Software Support Policies On-Campus~~On-CampuW~~
- ~~_____~~ **Guidelines for Responsible** Computing~~ComputinK~~
- ~~_____~~ **Student Code of** Conduct~~Conduex~~
- ~~_____~~ **Equal Employment Opportunity and Affirmative Action** Policies~~PolicieW~~
- ~~_____~~ **Applicable collective bargaining** agreements
- ~~_____~~ agreement~~W~~ **Guidelines for Using the Faculty/Staff Access** Centers ~~CenterW~~
- College Policies and Procedures Memorandum #352- Discriminatory Harassment Prevention

The College also recognizes federal, state, and local laws in regard to copyright, privacy, or any other statutes that relate to the online environment, as binding upon users of the College's interactive system as well as employees identifying an affiliation with the College when using any social networking service. ~~as binding upon users.~~

~~The~~ Community College of Philadelphia's interactive system is intended for use as an educational tool, and as such supports the teaching, learning, research, and campus activities of the College community and facilitates the management of administrative functions. The College, therefore, provides students, faculty and staff access to the technology resources and interactive systems of the College. —This policy applies to all users of the College system, as listed above and any others to whom the College wishes to make the system available.

The College makes no guarantees of any kind, either express or implied, that the functions or the services provided by or through the College's system will be error-free or without defect. The College will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The College is not responsible for the accuracy or quality of the information obtained through or stored on the system. The College will not be responsible for financial obligations arising through the unauthorized use of the system.

~~system.~~

The Executive Officer for Information Technology Services will oversee the College's system by working with other College officials, government agencies and appropriate regional, state and national organizations as necessary. -

The use of the College's interactive systems is a privilege, not a right, and inappropriate use can result in a termination or suspension of some or all of those privileges. Users will be expected to abide by generally accepted rules of network etiquette. -

Privacy~~Privac~~

While the College does not intend to routinely review the contents of files on the system, the College will engage in routine maintenance and monitoring of the system. Accordingly, system users should have no expectation of privacy using the College's system, including personal e-mail messages and other data files.-

Routine maintenance and monitoring of the system may lead to the discovery that a particular user has or is violating the College's Acceptable Use Policy, or applicable law. The College will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the College system.-

An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the College's Acceptable Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.-

College employees should be aware that their personal files (including personal e-mail messages) may be discoverable in court or agency proceedings and possibly elsewhere.

~~elsewhere~~ Use of the College system to access or attempt to access student or employee information for any use not job-related violates College policy along with state and federal laws. Confidential information, whether it relates to students, employees, or others, shall not be disclosed or distributed using the College system or by employees identifying an affiliation with the College when using any social networking service. Exceptions are activities which are~~except~~ in accordance with College policy and federal laws, such as the Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Gramm-Leach Bliley Act. Federal Laws pertaining to confidentiality of information can be accessed by each federal law's web-site.-

Users must not post, transmit, re-post, or re-transmit private information about another person or organization on the College's system without first obtaining the permission of that person or organization.-

Employees are prohibited from using a College-provided or personal cell phone or Smartphone camera or video recorder to take, transmit, download, or upload to social networking or video sites either for business reasons or for non-business purposes any photos or videos of College employees, vendors, officials or students without their consent.

Unacceptable ~~Use~~

Under no circumstances may users attempt to gain unauthorized access to the College's interactive system or to any other computer system through the College's system, or to go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.

Users must not make deliberate attempts to disrupt the College's computer systems' performance or destroy data by introducing or spreading computer viruses or by any other means.

Users must not use the College system to access material that advocates illegal acts, or that advocates violence or discrimination towards other people.-

Employees identifying an affiliation with the College may not post content or conduct activities that fail to conform to local, state, and federal laws when using any social networking services.

Under no circumstances will users access the College system to engage in any other illegal act.-

System ~~Security~~

Users are responsible for the use of their individual account and must take all reasonable precautions to prevent others from being able to access or use their account. Under no conditions should a user provide his/her password to another person.-

Users must immediately notify the system administrator if they have identified a possible security problem. Users will not attempt to investigate or correct a security problem. Such activity may be construed as an illegal attempt to gain access.-

Users must not knowingly post, transmit, re-post or re-transmit information on the College's system that, if acted upon, could spread a virus, cause damage or a danger of disruption.-

Inappropriate ~~Language~~

Members of the College community, as individuals and groups, have the right to exercise their full freedom of expression and association. The College neither sanctions nor censors individual expression of opinion on its systems. The College is committed to creating an educational environment that is free from intolerance directed towards individuals or groups. Respect for rights, privileges, and sensibilities of each other are essential in preserving the College community. There is a wide range of material available on the Internet, some of which may conflict with the particular values of students and employees. The College cannot accept responsibility for any individual user's accessing offensive materials through its computer systems.

~~systems.~~

Users must not engage in libel, slander, or harassment in violation of College policies, ~~or the~~ the use of threatening language.

Users must not knowingly or recklessly post, transmit, re-post, or re-transmit false or defamatory information about a person or organization on the College's system.

The College discourages the use of language that embarrasses or intimidates others.

Inappropriate ~~Activities~~ActivityW

Users must not use the College system to access material that is profane or obscene (including pornography). For students, a special exception may be made for potentially inappropriate material if the purpose of such activity is to conduct research and access is approved by the instructor. College employees may access the above material only in the context of legitimate research.

Users must not look at, copy, alter or destroy anyone else's personal files without express permission. The ability to access a file or other information does not imply permission to do so.

Users may not use the College system for commercial purposes, defined as offering or providing goods or services for sale or barter to others or purchasing goods or services for personal profit. The College acquisition policies will be followed for purchasing online any goods or services for the College.

Users may not use the system for political lobbying (that is, to express their opinion on political issues to their elected representatives, or to urge others do ~~so, so~~), unless this communication is in support of the academic mission of the College. Students may also use the system to express their opinions to elected officials on political issues if those communications are made in connection with an educational assignment.

Use of College Name, Logo or ~~Seal~~Seal

Users of the College system, as well as employees identifying an affiliation with the College when using any social networking service, may not use the College'sCollege's name, logo, or seal in their Pages in any way that implies College endorsement of other organizations, products or services, without first obtaining written permission from the Office of Communication.Communications.

Users may not use College logos or trademarks, including the College seal, without first obtaining written permission from the Office of Communications.Communications

Social Networking

Employees identifying an affiliation with the College when using electronic social networking services are also bound by all provisions of this policy.

The College recognizes that some employees may, for personal reasons, access, view, operate, and post, download, or upload content to external social networking sites and video sites on their own time via their own computer equipment.

Employees identifying an affiliation with the College when using electronic social networking services must post the following disclaimer; “The opinions expressed on this social networking profile (video site) are my own personal opinions. They do not reflect the opinions of my employer, Community College of Philadelphia.”

Oversight ~~(Enforcement)~~(Enforcement) (—

Individuals who have a complaint or a grievance on matters related to this policy, should contact the College’s Chief Information Officer. —The CIO will determine the appropriate College office or department to hear and/or investigate the complaint or grievance.—

Original date: May 15, 1997

Last modified 17 September 2003
July 25, ~~May~~ 2007
December, 2010

~~—Community College of Philadelphia Web TeamTechnology Coordinating Committee—~~

TCC subcommittee 12/04

¹ Interactive systems are defined as those devices that are connected to the College network infrastructure whether directly or remotely. This is to include all equipment connected to the College network for the use of data transmission or processing using the College infrastructure. Remote connection may be accomplished via dial-in, VPN or other secure methods.

methods