

# Community College *of* Philadelphia

**AGENDA**  
**Institution-Wide Committee**  
**Monday, November 28, 2011**  
**2:30 p.m.**  
**I.A.S. Boardroom, M2-1**

- I. Call to Order**
- II. Attendance**
- III. Approval of Minutes**
  - (a) October 24, 2011
- IV. Old Business**
- V. New Business**
  - (a) Proposal for College Policies and Procedures Memorandum regarding Portable Electric Space Heaters  
(Submitted by the Business Affairs Subcommittee)
  - (b) Proposal for College Policy and Procedures Memorandum No. 3: Plagiarism, Classroom Cheating, Electronic Cheating and Non-Print Product Misrepresentation **to be revised and renamed** Academic Integrity  
(Submitted by the Academic Support Subcommittee)
- VI. Adjournment**

# Community College *of* Philadelphia

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

## **Committee Members Present**

Faculty: Sue Ellen Liebman, Pascal Scoles

Administration: Tom Hawk, Sharon Thompson

Students: Irvin Hoskins- Foster, Jennifer Kirby, Earl Weeks, Louise Whitaker

## **Alternates and Delegates Present**

Administration: Beatrice Jones, (voting) Mary Anne Celenza(voting )

Students: Jocelyn Wims

## **Guests Present**

Francesca DiRosa, Pete Watkins

## **I. Call to Order**

The meeting was called to order by Pascal Scoles.

## **II. Approval of Minutes**

Accepted the minutes of September 26, 2011 (Thompson / Hawk).

Passed unanimously.

## **III. Old Business**

None

## **IV. New Business**

### **(a) Proposal for an A.A.S. degree in Occupational Therapy Assistant**

**Discussion:** Dr. Celenza presented background on the program development concept. The Department Head of Allied Health had identified next steps for curricular development in the area and plans for the future. Occupational Therapy Assistant training was a fit with the College mission and had excellent employment opportunities in such areas as long term care facilities, senior centers and in services for people with disabilities. The OTA skills can be obtained in a two year program. New space at the Northeast Regional Center made it possible to carve out space in the current Center for this program. The space is specialized, and is in essence a small apartment. Class and laboratory experiences with enable students to learn the necessary skills to be successful. In developing the program the faculty also looked at accreditation requirements.

Francesca DiRosa wrote the program document. There is a strong relationship between OTA work and services to people with disabilities. Pascal Scoles asked if the program would only be available at NERC. Mary Anne Celenza explained that because of the specialized lab setting it will only be at NERC. General Education requirements can be taken anywhere. Tom Hawk asked when the program will begin. Fran DiRosa explained that we have applied for “developing program status” from the accrediting agency and can begin to recruit students. Sue Ellen Liebman asked whether the Humanities elective had to be the place in the curriculum where students meet the Interpretive Studies requirement, and if so whether that should be noted in the catalog. Pete Watkins explained that students could meet it there. Sharon Thompson added that students who had taken other courses previously may have met the requirement elsewhere so would not have to take a Humanities elective that met the Interpretive requirement, so she believed it was best to leave it open ended.

**Action Item: Recommend approval of the proposal for an A.A. S. in Occupational Therapy Assistant, effective Fall 2011 (Hawk/Jones).**

**Motion approved unanimously.**

## **V. Adjournment**

The meeting was adjourned at 2:50 p.m.

**COLLEGE POLICIES AND PROCEDURES**  
**MEMORANDUM NO.**

**Portable Electric Space Heaters**

Portable electric space heaters consume significant energy and the power circuits in most College offices do not have the capacity to handle the electric load required by these heaters. The use of portable electric space heaters (including radiant, quartz and ceramic types) in all College buildings is prohibited. This is necessary to keep the campus safe and to conserve energy. The only authorized personal heating device is an “under the desk infrared heater panel.” Prior to the procurement of this device, the Office of Facilities Management must be contacted to determine if there is sufficient capacity in the area to handle the electric load.

Exceptions to this policy can only be made by the Assistant Vice President, Facilities and Construction Management or designee and only if extreme or unusual conditions exist.

# COLLEGE POLICIES AND PROCEDURES

## MEMORANDUM NO. 3

### ACADEMIC INTEGRITY

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Original Number: 73  
Original Date of Issue: August 10, 1972

XXXXXX, 2011

Revised: December 2, 1999

#### **Statement of Academic Integrity**

The Community College of Philadelphia is dedicated to fostering the intellectual and personal development of its students, and to promoting an environment that exemplifies the College's core values, including Integrity, Academic Excellence, and a Commitment to Teaching and Learning.

Academic Integrity requires respect for and acknowledgement of the work and efforts of others. It is essential to a high level of teaching and learning. Academic integrity emphasizes fairness, honesty, and responsibility in all academic endeavors and communications, on the part of both faculty and students.

#### **Rights and Responsibilities**

##### Faculty

- It is the responsibility of faculty to know and execute College policies regarding academic integrity in a fair and diligent manner.
- It is the responsibility of faculty to inform students of class expectations and assessment guidelines in a timely manner.
- It is the right of faculty to work within the College in an environment of discernible, structured guidelines of due process concerning matters of academic integrity.
- It is the right and responsibility of faculty to participate in a fair and equitable process concerning any allegations of violations of academic integrity.

##### Students

- It is the responsibility of students to familiarize themselves with College and class policies regarding academic integrity, and to seek clarification if needed.
- It is the responsibility of students to comply with College and class policies regarding academic integrity.
- It is the right of students to be informed of any alleged violations and possible sanctions concerning academic integrity.

- It is the right of students to receive due process concerning alleged violations of academic integrity, including an appeal process.

## **Violations of Academic Integrity**

Violations of academic integrity can include, but are not limited to, cheating and plagiarism. Cheating is an intentional effort at deception or gaining of an unfair advantage in completing academic work. Plagiarism is the act of appropriating the work of another person and passing it off as one's own. Any student who assists another in an activity that constitutes a violation of academic integrity is also responsible and accountable for such a violation.

The following list is not exhaustive, but includes some common examples of plagiarism and cheating:

- copying original ideas, images, words, or design elements and using them without proper citation or permission of the author
- creating a bibliography with fabricated sources or citing sources as references that were not used in the preparation of the report or essay
- deceiving the instructor to get more time for an assignment or examination
- hiring someone to write an essay or complete other assignments
- collaborating with classmates or others on an assignment when the class rules explain that only individual work is permitted
- using unauthorized electronic devices or software during an examination
- allowing other students to copy exam responses or homework assignment answers so that they can pass it off as their own work

Violations of academic integrity will open a student to disciplinary action.

# **COLLEGE POLICIES AND PROCEDURES**

## **MEMORANDUM NO. 3**

### **PLAGIARISM, CLASSROOM CHEATING, ELECTRONIC CHEATING, AND NON-PRINT PRODUCT MISREPRESENTATION**

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Revised: December 2, 1999

Original Number: 73

Original Date of Issue: August 10, 1972

#### **Plagiarism**

Any written assignment presented by a student in fulfillment of course requirements must reflect his/her own work unless credit is properly given to others. Failure to do so is a form of stealing known as plagiarism, the act of appropriating all or part of a literary composition of another person and passing it off as one's own. Anyone who assists another in such academic dishonesty is equally responsible. The act of plagiarism will open a student to disciplinary action.

#### **Classroom Cheating**

Any student who engages in cheating will be open to disciplinary action. Cheating consists of student actions including, but not limited to, the following:

- Posing as another student (or having another student pose as oneself).
- Copying from extraneous materials, such as notebooks, textbooks, or other kinds of written materials (including the work of other students) or recorded materials unless specifically permitted by the instructor.
- Using non-print materials, such as drawings or other visual aids, in the context of an in-class writing assignment or test-taking and identifying such materials as one's own original work.

#### **Electronic Cheating**

Any student who uses an electronic medium to violate authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violation, will be open to disciplinary action.

#### **Non-Print Product Misrepresentation**

Students must identify any part of an assignment which uses the product of another and give credit for this work. Failure to do so is a form of stealing known as product misrepresentation. Anyone who represents the work of another as his or her own, or anyone who assists another in this act, will be open to disciplinary action.

The use of any College resource to promote or support any service or agency which encourages or assists plagiarism, cheating, or misrepresentation is prohibited and will lead to disciplinary action.