

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday February 25, 2013
2:30 p.m.
Isadore A. Shrager Boardroom
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

I. Call to Order

The meeting was called to order by Pascal Scoles.

II. Attendance

Delegates

Faculty: Bridget McFadden, Pascal Scoles

Administration: Judith Gay, Tom Hawk, Samuel Hirsch, Sharon Thompson

Students: Sharron Cooks, Charles Phy, Sr.

Alternates

Faculty: John Braxton (voting)

Guests Present

Osvil Acosta-Morales, Joan Bush

III. Approval of Minutes

The minutes of January 28, 2013 were approved with two amendments. There was a brief discussion about whether names should appear in the minutes. Committee member names are not used for most points in the discussion.

IV. Old Business

None

V. New Business

- (a) Proposal for revision to Policies and Procedures Number 5 - Attendance, Withdrawals, and Grade Reporting (Submitted by the Academic Support Subcommittee)

Osvil Acosta-Morales presented the proposed revision to Policies and Procedures Number 5 (P&P 5). The most substantive change, he said, is making the focus of P&P 5

attendance. The Committee member who worked on the revision decided to have less detail in the language to reduce confusion.

The recommended language is:

After a student has been absent from class for two (2) weeks or more of a regular term, or the equivalent of two (2) weeks or more of a nonstandard term, the instructor may initiate a “W” (withdrawal) with the Office of Student Records & Registration.

For Distance Education courses, the minimum standard for a faculty-initiated withdrawal is measured by a student's failure, during the given time, to engage in an academically related activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

The following issues were discussed:

- Whether it is clear that the weeks of absence do not have to be consecutive;
- Whether students will understand the revised language;
- The impact of the policy on financial aid;
- Inconsistency of faculty in applying P & P 5;
- The fact that the policy states faculty “may” withdraw students vs. “will” withdraw students;
- The right of faculty to decide whether an absence is excused or not;
- The meaning of the terms “regular term” and “nonstandard term;”
- The need for faculty to follow the policy and to be clear in their statements about the policy on their syllabi.

After discussion it was recommended that the language, including the language in Article II, be amended as follows:

- Change “regular term” to “15 week term;”
- Change “nonstandard term” to “shorter term.”

There was a discussion of the language related to distance education. The language used in the policy is consistent with federal regulations. Osvil Acosta-Morales said in distance courses, not doing work is sufficient reason for dropping a student.

There was a discussion about the following language:

The "W" (withdrawal) may be initiated anytime after the 20% attendance reporting period, until the end of the eleventh (11th) week of a regular term, or the equivalent of the eleventh (11th) week of a nonstandard term. The instructor must assign a final grade for all students still registered for the course after this time.

The IWC members discussed various scenarios and the implications for financial aid. There was a discussion about the philosophy that is driving the changes to P & P 5. A motivation, according to Osvil Acosta-Morales was to reduce the number of faculty who are using P & P 5 inappropriately.

There was a consensus that the information should be ordered differently – the section on the 20% period should come before the section on being absent for 2 weeks or more.

Osvil Acosta-Morales stated that other modifications to the policy may still be needed.

Action: Make a positive recommendation to Dr. Curtis with the changes discussed during the meeting. (It was agreed that the revised document will be sent electronically to the IWC members with a defined deadline for response; failure to respond will be treated as affirmation). Seven in favor (two IWC members left before the vote).

VI. Adjournment

The meeting was adjourned at 3:35 p.m.