

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday, November 23, 2015
2:30 p.m.
Isadore A. Shrager Boardroom

I. Call to Order

The meeting was called to order by Pascal Scoles.

II. Attendance

Delegates

Federation: Sue Ellen Liebman, Eric Massenburg, Pascal Scoles

Administration: Mary Anne Celenza, Jacob Eapen, Judith Gay, Samuel Hirsch,

Students: Nadia Mendez,

Alternates

Administration: Jody Bauer

Guests Present

Jim Spiewak

Amy Birge

III. Approval of Minutes

Motion: Approve the minutes as submitted (Moved: Jody Bauer; Seconded: Sue Ellen Liebman)
The minutes of October 26, 2015 were approved (Yes = 8, No = 0, Abstain = 0).

IV. Proposed Program Revision: Science (SCIP) – Sent forward by the Curriculum Committee

The purpose of the Science Degree revision which would create a new Chemistry Degree program was reviewed. Essentially the Chemistry Degree would provide a more focused, guided pathway for students and is more in alignment with the Biology Degree as a transfer pathway for students.

A question arose as to why the Chemistry Department decided to revise the Science Curriculum rather than just create a document stating the implementation of a new Chemistry Degree. It was explained that department faculty believed that the changes to the Science degree were minimum in order to create the Chemistry Degree so the decision was made to just do the revision as stated in the document. Students will be notified of the changes and given time to either finish their degree in the Science program or change their curriculum (e.g. Biology or Chemistry major).

A second question was raised concerning how students who might be interested in transferring to a four year school to major in Physics would be served by a curriculum at the College. The document provided for those students to substitute Mathematics Courses in place of Chemistry courses in order to prepare for such a transfer. However, it was mentioned that doing so would not be in keeping with the Assessment Plan for the Chemistry degree. Since the number of

anticipated “Physics” majors would be very small it was determined that the best course of action would be to

- 1) Remove the reference to Physics from the document as a pathway to a four year program.
- 2) Suggest to students interested in Physics that they pursue a Mathematics Degree

Motion: To approve the creation of a Chemistry Degree as a revision to the Science Degree with the removal of Physics as a potential degree pathway. (Moved: Sue Ellen Liebman; Seconded: Nadia Mendez). The motion was approved (Yes = 7; No = 0; Abstain = 1).

V. Policies and Procedures Memorandum No 160: College Photo Identification Card Policy
VI. Policies and Procedures Memorandum No 152: Admittance to College Buildings and Facilities

Jim Spiewak, representing the Business Affairs Committee, presented the revisions to P and P #160 and P and P #152 together. The revisions to P and P #160 consisted of the following:

- 1) The language was changed from “may obtain” to “All employees **must** obtain Photo Identification Cards upon hire.”
- 2) In the past, students taking non-credit courses were not issued a Photo Identification Card and were only given access to the Library. Now, if a student is enrolled in non-credit courses of 30 hours or more they need to obtain a College Photo Identification Card which will be initially provided at no cost. Students enrolled only in non-credit course of less than 30 hours duration will be required to register as a visitor upon entrance to any College facility.

The revisions to P and P #152 consisted of the following:

- 1) The title of P and P #152 changed from Faculty and Staff Admittance to College Buildings and Facilities During Other Than Normal Working Hours to Admittance to College Buildings and Facilities.
- 2) Entrance to a College building or facility can now only be gained by swiping a valid College Photo ID or by following the visitor guest procedures.
- 3) Security has the right to deny someone entrance to the College building or facility.
- 4) During non-operational hours, if a faculty member requests permission to have students on campus, the faculty member must be in attendance with the students.

It was suggested and agreed that the last line of the third paragraph in P and P #160 should read as follows: Students enrolled only in non-credit courses of less than 30 hours duration will be required to register as a visitor **and display the College issued Identification Card** upon entrance to any College facility.

Motion: Recommend to accept the revisions for Policies and Procedures No 160 and Policies and Procedures No. 152 with the stated revision. (Moved: Jacob Eapen; Seconded: Sue Ellen Liebman).

Action: The motion was unanimously approved: (Yes: 8; No: 0; Abstain: 0)

VII. New Business

Committee members were reminded that the next meeting on Monday, December 22, 2015 would be canceled unless Pat Scoles is notified of a pressing issue that would necessitate meeting.

VIII. Adjournment

The meeting was adjourned at 3:05 PM.