

Community College *of* Philadelphia

**MEETING MINUTES
Institution-Wide Committee
Monday, October 23, 2017**

2:30 p.m.

**Isadore A. Shrager
Boardroom**

I. Call to Order

The meeting was called to order at 2:32 PM by Bridget McFadden.

II. Attendance

Delegates

Federation: Todd Jones, Eric Massenburg, Bridget McFadden
Administration: Carol de Fries, Jacob Eapen, Judith Gay, Samuel Hirsch
Students: Troy Bundy, Bridget Davis, Verna Gillins

Alternates

Federation: Rainah Chambliss (voting), Jalyn Warren
Administration: Jody Bauer, Mary Anne Celenza

Students:

Guests Present:

Pam Carter

III. Approval of Minutes of September 25, 2017

The minutes of September 25, 2017 were approved by unanimous vote. Verna Gillins was not present for the vote.

IV. Old Business

There was no Old Business.

V. New Business

A. Curriculum Review Process Clarification

Bridget McFadden explained that there was a settlement agreement between the College Administration and the Faculty and Staff Federation of the Community College

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of Philadelphia. A copy of the agreement was sent separately by Bridget to the IWC members. The agreement describes an expedited review process for 25 curricula which are in the Spring 2018 catalog. Committee members have an opportunity for comment. In addition, there are 18 curricula that will have a full review.

Bridget read a second document, "Curriculum Committee Review Process Clarification" which also was sent to the IWC by Bridget. After Bridget read the document Judy Gay asked for a clarification based on Bridget's interpretation of the language. Members of the IWC discussed the language of the documents. The IWC makes recommendations to the president, whether they are positive or negative and then forwards the recommendation to the president for a decision.

There was a discussion of the process for the 25 curricula on the agenda. The IWC agreed that committee members will submit comments in writing by November 15th to Natalie Price. The IWC will discuss the curricula at the November meeting. The IWC agreed that comments for all programs will be sent to all department heads.

B. Proposals for Revision of 25 Curricula

The discussion was postponed until the November meeting.

C. Scholarships for Students

Verna Gillins introduced the topic of helping students find out about scholarships. Troy Bundy stated that there are workshops for students and there are emails about the workshops. Sam Hirsch asked if the Student Government Association (SGA) could help spread the word to students about checking their email. Jody Bauer stated that she can add a notification to campus computers telling people to check their email.

Todd Jones and Judy Gay mentioned assistance that has been provided to individual students in the past. There is also a scholarship app, Scholly, that was mentioned.

Bridget recommended that for future meetings, New Business be sent ahead of time for the agenda.

VI. Adjournment

The meeting was adjourned at 3:25 PM. The next meeting is November 27, 2017.

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