

## MEETING MINUTES

### Institution-Wide Committee

Monday, October 26, 2020

2:30 p.m.

Meeting by Zoom

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#### I. Call to Order

The meeting was called to order at 2:38 p.m. by Sam Hirsch.

#### II. Attendance

##### Delegates

Federation: Karima Bouchenafa, Monique Hayes, Rainah Chambliss

Administration: Carol de Fries, Judith Gay, Samuel Hirsch, Jacob Eapen

Students: None

##### Alternates

Federation: Jaquelyn Bryant, Raquel Wheelings, Sean Sauer

Administration: Mary Anne Celenza (voted on minutes), Bill Bromley, Lisa Hutcherson, Leila Lawrence

Students: None

Guests: None

#### III. Welcome

Meeting started with introductions as new members to the IWC were present. This is the first meeting of the 20-21 academic year. Dr. Generals requested that S. Hirsch convene the group. S. Hirsch noted that we will go through a selection process for officers for the Committee. S. Hirsch noted that we do not have student appointments yet. Student government elections were delayed because of COVID. Student elections are now completed and S. Hirsch is hopeful student appointments will be in place by our next meeting.

S. Hirsch provided an overview of the Institution Wide Committee (IWC) charge. IWC is a recommending body to the President of the College. Items usually considered by IWC include new policy or revision to a policy; new programs being considered by the College. These are the primary issues typically brought to IWC for consideration and recommendation. A recent example, the IWC considered the revision of General Education requirements at our last meeting in May, which was recommended by IWC to the President. A policy considered by IWC does not need to be only academic based and can address other issues. Materials are

sent one week ahead; typically for the meetings to run well it is requested that delegates and alternates review before the meeting and formulate their questions. IWC operates using Roberts Rules with motions being made, opportunity for discussion after each motion, a second being required and then a full vote for all in favor, any against, and any abstentions.

S. Hirsch provided an overview of the roles of the Officers for IWC. The Secretary takes meeting minutes, with the Secretary having a support person who can help with logistics of meetings, sending out agendas, asking chairs of the other standing committees to determine if they have any items for the agenda. J. Gay has served as Secretary and Natalie Price has provided the logistics assistance. The IWC Chair is responsible for running the meetings, maintaining agenda flow and that the meeting is run in accordance with Roberts rules, and that what is discussed at each meeting is adequately represented in the minutes; S. Hirsch has served as Chair and Co-Chair in the past. If no agenda items, we often decide to not have any meetings.

**IV. Nominations**

Chair or co-chair nominations – J. Eapen nominated Dr. Sam Hirsch as IWC chair; R. Chambliss nominated Monique Hayes as chair. J. Gay makes a motion of co-chairs of M. Hayes and S. Hirsch. Both nominees agree to be co-chairs. C. de Fries seconded the motion. All delegates approved. No objections or abstentions.

Position of Secretary – Carol de Fries nominated by J. Eapen with J. Gay seconding the motion. All delegates approved, with J. Bryant voting in the affirmative as an alternate. No objections or abstentions.

**V. Approval of Minutes of May 18, 2020**

Mary Anne Celenza made a motion to accept the minutes of May 18, 2020. R. Chambliss seconded the motion. No edits were noted. All voted in favor of acceptance, with no objections or abstentions. The minutes of May 18, 2020 were approved.

**VI. Old Business – None**

**VII. New Business – None**

**VIII. Adjournment**

Sam Hirsch requested a motion for adjournment. C. de Fries made a motion to adjourn, J. Eapen seconded. All approved, no objections. Dr. Hirsch noted that the next meeting is scheduled Monday, November 23<sup>rd</sup> at 2:30 pm. The meeting was adjourned at 3:01 p.m.

**MEETING MINUTES**

**Institution-Wide Committee**

**Monday, May 18, 2020**

**11:30 a.m.**

**Meeting by Conference Call**

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**I. Call to Order**

The meeting was called to order at 11:32 a.m. by Sam Hirsch.

**II. Attendance**

Delegates

Federation: Rainah Chambliss, Sean Sauer, Stan Walling, Jalyn Warren

Administration: Carol de Fries, Judith Gay, Samuel Hirsch

Students: Quiana Cureton

Alternates

Federation: Roberta Massuch, Brian Seymour

Administration: Mary Anne Celenza (voting)

Students: None

Guests

Amy Birge

**III. Approval of Minutes of April 27, 2020**

Carol de Fries made a motion to accept the minutes of April 27, 2020. Stan Walling seconded the motion. All voted in favor of acceptance. The minutes of April 27, 2020 were approved.

**IV. Old Business - None**

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**V. New Business**

- a. Proposal to Revise the Foundation of General Education from Major Areas of Learning, Major Academic Approaches, and Core Competencies to Essential Skills – Curriculum Committee

Sam Hirsch thanked Amy Birge for her leadership for the proposed revision to General Education. Amy Birge used a PowerPoint (included) to review the highlights of the proposed revision. Amy Birge said the proposal identifies six essential skills. She emphasized that there is no increase in credits for graduation with the current proposal. The PowerPoint and supporting documents were used to explain the background for the changes, the six essentials, the advantages of the proposed requirements, and next steps to reach a proposed implementation in Fall 2021.

Carol de Fries asked whether the essential skills align with NACE standards. Amy Birge said the skills will align at the program level for some programs.

Stan Walling stated that here is an “avalanche” of changes. He asked if there is time to get the changes made using our current process for approval. Amy Birge responded that the majority of programs do not need a lot of changes. Most of the changes make the requirements “more transparent.” She said that there is a need to be flexible and there may be a need to adjust the process. Stan Walling asked if the College could use an expedited process for course changes. Amy Birge responded that course changes do not go through the Curriculum Committee so there is already fewer steps for approval. Stan Walling questioned the timeline and asked if Fall 2022 is more realistic than Fall 2021. Amy Birge responded that there is a chance it will not go as quickly as panned. Sam Hirsch added that they do not want to lose the momentum.

Judy Gay said the presentation mentioned Middle States Standard three. She said critical thinking and ethics and values are specifically mentioned as essential skills in that standard. Judy Gay said she assumed that the argument is that critical thinking is included in all six of the proposed essential skills but where are the ethics and values elements? Amy Birge agreed that the assumption is that critical thinking is included in all of the essential skills and that ethics and values are included in the Cultural Analysis and Interpretation essential skill. Judy Gay responded that they may need an assessment plan to document that the assumptions are correct.

Stan Walling said the Cultural Analysis and Interpretation category is a large one. He said he fears that we will lose the diversity of what we currently have at the College. Amy Birge agreed that the Cultural Analysis group is large. She said there is no way to mitigate that without adding a category and adding credits. Stan Walling said we may be compromising education. He said this will affect how students choose courses. He asked if there is room for accommodation? Will students be able to fulfill more than one of the six requirements with one course? Amy Birge responded that they will create detailed lists. Programs will choose courses. This will help programs provide a more guided choice for courses.

Judy Gay said she assumes that there is a transition plan for moving from one set of requirements to another. She asked if there will be a crosswalk. Amy Birge said that each program will have a transparent plan for transition. As with other changes, the Fall 2021 catalog would mark the start of the new requirements for students entering at that point.

Sam Hirsch asked if Quiana Cureton had any questions. Quiana Cureton asked if 175 courses were going to be involved in the change. Amy agreed that it could involve that many courses.

Judy Gay asked if Amy Birge could send the PowerPoint to include with the minutes and Amy Birge agreed to provide it.

Action: Judy Gay made a motion to recommend the proposed changes to the General Education requirements. Stan Walling seconded the motion. All were in favor.

Sam Hirsch asked for an expedited review. He asked that there be an electronic vote to approve the minutes since the IWC members may be different for the next academic year.

**VI. Adjournment**

Sam Hirsch thanked the members of the IWC for their work this past year. He said the Committee reviewed a lot of things. The meeting was adjourned at 12:18 p.m.



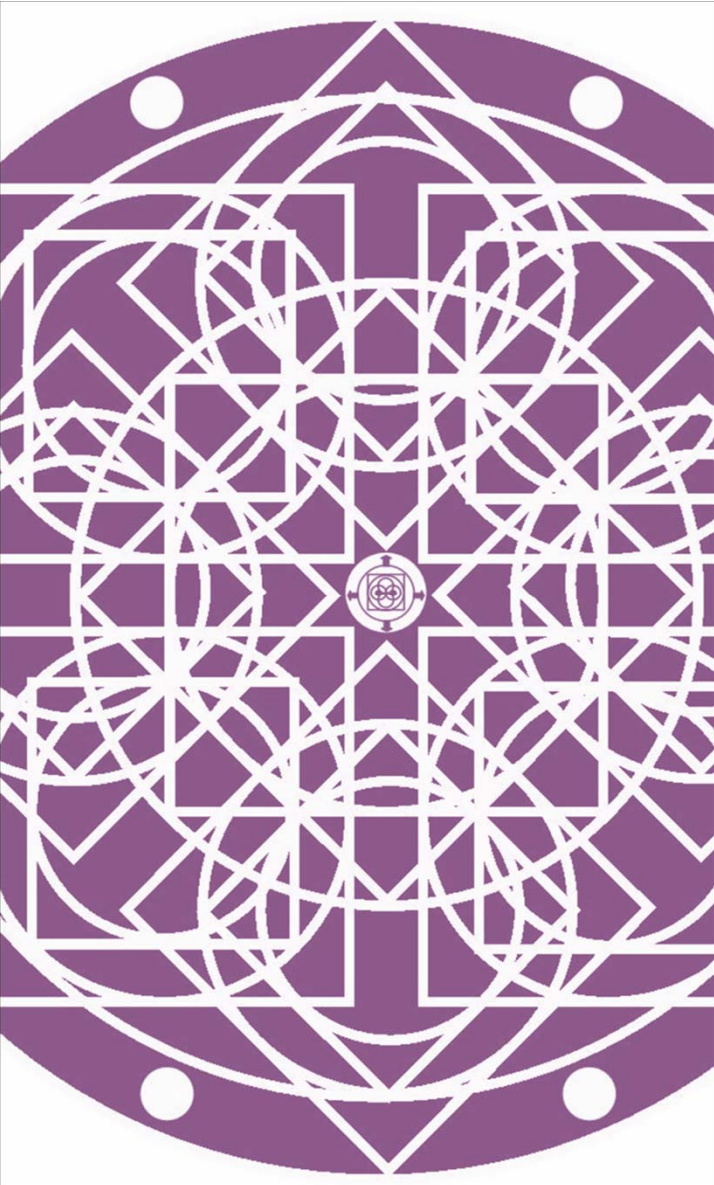
# General Education Revision

PRESENTED TO THE  
INSTITUTION-WIDE COMMITTEE

COMMUNITY COLLEGE OF  
PHILADELPHIA

MAY 18, 2020

Amy Birge-Caracappa, PhD  
Coordinator of Curriculum  
Development and  
Professor of English



# Background

- ❖ Guided Pathways and general education
- ❖ Faculty participation: 2017 to the present
  - ▶ Cross-Divisional Curriculum Planning Group (CDCP)
  - ▶ General Education Task Force (GETF)
- ❖ Surveys and focus groups
  - ▶ Clarity
  - ▶ Purpose
  - ▶ Connection
- ❖ Middle States Commission on Higher Education  
"Essential Skills of General Education" in Standard III

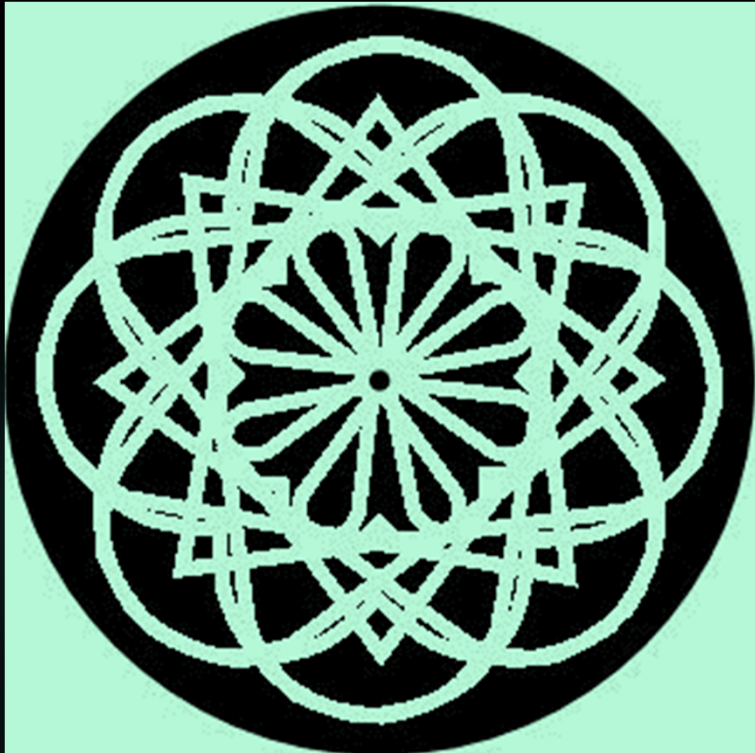




## Description of Proposed Changes

- ▶ **Simplify** current three-tier system (major academic approaches, major areas of learning, core competencies)
- ▶ General education requirements based on six **Essential Skills**





## Six Essential Skills

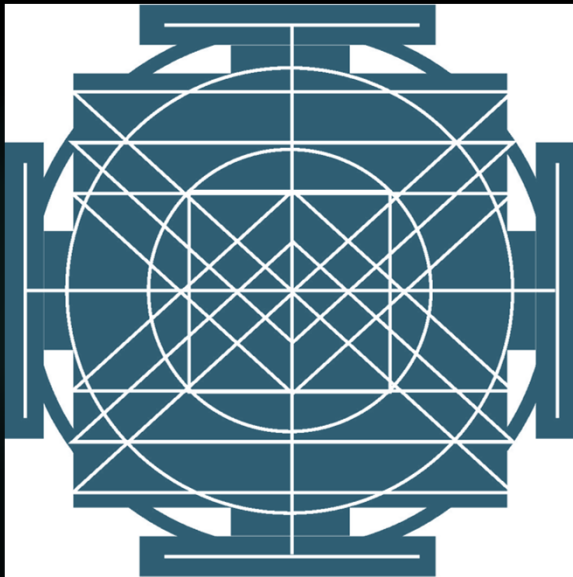
- ▶ Oral Communication/Creative Expression
- ▶ Quantitative Reasoning
- ▶ Scientific Reasoning
- ▶ Technological Competency
- ▶ Cultural Analysis and Interpretation
- ▶ Writing, Research, and Information Literacy

# Advantages of Proposed Changes

- ✓ No increase in **credits** for students
- ✓ Enables programs to make **choices based on clear and specific course information**
- ✓ Most programs may keep the general education courses currently required, with some **“reshuffling”**
- ✓ In alignment with **Middle States Commission on Higher Education** Standard III criteria updated in 2015
- ✓ Provides a basis for helping students **make connections** between general education courses, program courses, and their academic and career goals
- ✓ Similar to general education reforms at **top transfer schools**
- ✓ **Faculty-driven** and **faculty-led**
- ✓ Intentionally **multidisciplinary** process



# Next Steps: Summer & Fall 2020



- ▶ Formal implementation team
- ▶ Essential Skills Conference (Fall 2020 PD Week)

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- ▶ Course review & approval process (July-September 2020)
- ▶ Program update & approval process (September-December 2020)

# Course Review & Approval Process

Process for the **Fall 2021 Catalog** only:

- **Low-hanging fruit**\*
  - Courses that already meet a current gen ed requirement
  - Courses **without prerequisites** that meet the **same** Essential Skill
  
- **No new** courses **or** courses that need **major revisions** (Those should wait for Fall 2022 catalog.)
  
- **No tech comp** courses (Those are already done.)

\* An estimated 175 courses



# Course Review & Approval Process (continued)

- CFT works with department heads and program coordinators to review lists of courses
  - **Keep** ✓
  - **Add** +
  - **Subtract** –
  - **Postpone** 🕒
- ▶ Department heads decide which courses will go through the process in Fall 2020 for the **Fall 2021 catalog**
  - CFT will make suggestions
  - One Essential Skill per course



# Course Review & Approval Process (continued)



- ▶ **CFT will prepare documents for writers to complete**
  - Cover page
  - Current course information
  - Current CLOs
  - Essential Skills definitions
  - Course evaluation rubrics
- ▶ **CFT will work with writers to complete course documents**
  - Brief rationale
  - Changes to **CLOs** (if necessary)
  - Transfer information
  - Sequence of topics
  - **Sample assignments**



# Course Review & Approval Process (continued)

Course documents go to the Course Review Work Groups

## Work Group Makeup

- Intentionally multidisciplinary
- At least 3 **GETF core members**
- 2 or 3 additional faculty from **across the disciplines**



# Course Review & Approval Process (continued)

Course Review Work Groups review courses and make recommendations in three categories:

- Ready to **go forward** for Fall 2021 catalog
- Needs **some revision**: resubmit for Fall 2021 catalog
- Needs **significant revision**: save for regular curriculum development process for **Fall 2022 catalog**



# Course Review & Approval Process

(continued)

Courses recommended by the course review work groups go forward:



- **Department heads** approve courses in their department
- **Deans** approve courses in their division
- **Academic and Student Success Council** reviews all courses for Fall 2021 approval

# Program Update & Approval Process

Programs choose general education courses:

- We use course info to create **detailed lists** of general education courses for programs to choose from
- Most programs **may keep** the general education courses they currently require
- Programs may want to **expand or refine** general education course options
- **NO CHANGE IN CREDITS**



# Program Update & Approval Process



CFT works with department heads & program coordinators

- **All programs** for Fall 2021 catalog updated with Essential Skills
- Approval process works like regular **program addenda**:
  - **Department heads** approve programs in their department
  - **Deans** approve programs in their division
  - **Academic and Student Success Council** reviews all program addenda for Fall 2021 approval

And then we're ready for...





A vibrant night scene of a city skyline with numerous fireworks exploding in the dark sky. The fireworks are in shades of purple, blue, and white, creating a starburst effect. The city lights are visible in the background, including a prominent building with a spire. The overall atmosphere is festive and celebratory.

Fall 2021 Implementation!

Thank you.





## Special Thanks

*Faye Allard  
Teresa Frizell  
Linda Gerz  
Sotiria Kouli  
Calion Lockridge  
Lynsey Madison  
Girija Nagaswami  
Cynthia Paul  
David Prejsnar  
Deb Rossi  
Jessica Rossi  
Eric Shannon  
Nichole Webster*

