

Community College *of* Philadelphia

AGENDA
Institution-Wide Committee
Monday, June 28, 2021
2:30 pm

ZOOM Meeting

I. Call to Order

The meeting was called to order at 2:35 p.m. by Sean Sauer.

II. Attendance

Delegates

Federation: Karima Bouchenafa (arrived after vote on minutes), Rainah Chambliss, Louise Jones, Sean Sauer (Chair)

Administration: Carol de Fries, Dave Thomas

Students: N/A

Alternates

Federation: Raquel Brickhouse, Stanley Walling (voting as alternate until Karima Bouchenafa arrived)

Administration: Mary Anne Celenza, Leila Lawrence

Students: None

Guests

Victoria Zellers

III. Approval of Minutes of February 22, 2021

S. Sauer asked if there were any changes to the minutes. No Changes were suggested. S. Sauer made a motion to approve the February 22, 2021 minutes, and Stan Walling seconded the motion. All voted in favor of acceptance, with no objections or abstentions. The minutes of February 22, 2021 were approved.

IV. Old Business

S. Sauer asked if there was any old business. Having none, we moved to New Business on the agenda.

V. New Business

S. Sauer asked Victoria Zellers, the College's General Counsel, to review the updated "Attendance, Withdrawals, and Grade Reporting Memorandum No. 5 – Attendance, Withdrawals, and Grade Reporting" Policy. The Department of Education mandated updates to our policy so that we made clear that we were no

Community College *of* Philadelphia

longer a daily attendance taking institution. Unfortunately, the DOE for purposes of financial aid felt that some language in our existing policy indicated that we were a daily attendance taking institution. It is the College's policy that we only needed to take attendance at the 20% and 50% mark and were never a daily attendance institution. The College agreed and had to comply with the changes to our policy so that it did not continue to affect student financial aid.

V. Zellers reviewed the major updates that include:

- Faculty must clearly state attendance requirements in their class syllabus.
- 20% mark is the first attendance measure taken and faculty must enter into Banner that a student has "Attended/A" or "Never Attended/NA"
- 50% is verification of academic progress to provide earlier feedback to students and must be marked as "Satisfactory/S" or "Unsatisfactory/U". The policy outlines that S is equivalent to Grades A, B, or C and U is equivalent to Grades D or F.
- Students who stop participating without notifying the College or submitting a withdrawal for after the 11th week will receive an "FS/Failure-Stopped Attending) grade.
- Any unofficial withdrawal (W or FS) is considered an unofficial withdrawal.
- The "FS/Failure-Stopped Attending" grade is designed to differentiate from a student who has completed the course, but failed to make a passing grade and one who has ceased participation in the course.
- The College further has a requirement that faculty provide a last date of participation for students who receive FS grades to determine whether a student has unofficially withdrawn. V. Zellers indicated that if no date is input here by faculty the official withdrawal date will default to the 50% mark with students only getting half their financial aid for that course, and the rest referred back to Title IV.
- 10% self-initiated withdrawal will no longer be allowed.???

V. Zellers noted that the updated policy is not a voting item as these changes are mandated by the US Department of Education and we are required to implement the changes. As such, it was determined that the updated policy would be presented to the Academic Affairs Standing Committee and IWC to answer questions and get any further feedback from the College. This new policy will be rolled out in July and faculty will receive training on the new policy via their departments and also through Professional Development. Dr. Hirsch is also working on an FAQ to provide to all faculty.

Community College *of* Philadelphia

S. Sauer asked to clarify that faculty will only have to require an attendance date for FS students rather than all students. Victoria agreed. Dr. Celenza noted that in the past, faculty had to put in dates for attendance at the 20% mark, which was difficult to do for faculty and this will no longer be required.

D. Thomas asked about how unlettered courses will be viewed with the S/US indicators at the 50% mark. These currently are either “Progress/P” or Making Progress/MP” for developmental courses. It was noted that we would likely use “S” for “P and MP”. V. Zellers noted that she will revisit with D. Thomas and Dr. Hirsch to determine whether we should add these as examples in the policy. It was noted that currently in this situation if you get a final grade of MP, you do have to take the program again.

S. Walling asked several questions. He wanted to know if this would affect the policy towards grades of incomplete. V. Zellers said we are trying to keep it the same; S. Walling asked if excused withdrawals would be the same. V. Zellers indicated that students can officially withdraw within the 11 weeks, but need Dr. Hirsch’s permission after that. This will not change. S. Walling also asked about the roster and whether this would stay the same. V. Zeller noted that any student who withdrew before the 20% mark would fall off a roster list. However, now the students will stay on the roster. Thus, if new students are added for those that dropped out, the total students on a roster might technically exceed the actual class capacity. Dr. Hirsch is looking at a way to show the differences regarding those students on a roster so faculty understand those who dropped the class.

C. de Fries asked whether the necessary daily attendance for clock hour programs is noted as an exception in this policy. V. Zellers indicated that this should be a separate policy since Clock Hour programs have different requirements and we do not want additional confusion in this policy.

V. Zellers made herself available for any additional questions. S. Sauer also said that questions should be sent to Dr. Hirsch.

- VI. **Adjournment** – Before officially closing the meeting, S. Walling acknowledged his deep appreciation for Dr. Celenza as this would be her last IWC meeting before retiring. The other members of the IWC thanked Dr. Celenza for her service. The meeting was adjourned at 3:06 p.m.

Community College *of* Philadelphia

AGENDA

Institution-Wide Committee

Monday, February 22, 2021

2:30 pm

ZOOM Meeting

I. Call to Order

The meeting was called to order at 2:35 p.m. by Sam Hirsch.

II. Attendance

Delegates

Federation: Karima Bouchenafa, Rainah Chambliss, Louise Jones, Sean Sauer

Administration: Carol de Fries, Dave Thomas, Samuel Hirsch

Students: Moria Lit

Alternates

Federation: Jaquelyn Bryant, Raquel Brickhouse, Stanley Walling

Administration: Mary Anne Celenza, Bill Bromley, Leila Lawrence

Students: None

Guests

Chae Sweet, Amy Birge, Francesca DiRosa, Randy Libros, Amy Saia, Linda Powell

III. Approval of Minutes of December 21, 2020

S. Hirsch asked if there were any changes to the minutes. No Changes were suggested. S. Sauer made a motion to approve the December 21, 2020 minutes, and M. Celenza seconded the motion. All voted in favor of acceptance, with no objections or abstentions. The minutes of December 21, 2020 were approved.

IV. New Business

S. Hirsch moved New Business up in the agenda. Four programs were reviewed by the IWC.

a. Biological Sciences (A.A)

Dr. Powell provided an overview of the degree program revision for Biological Sciences. The program revision replaces the general elective in the first semester of this degree program with a 4 credit BIOL 100 FYE course. Institutional research shows that those students who enroll in FYE courses demonstrate student success. This course will have a lab component. The AA in Bio Sciences provides a pathway for students who

Community College *of* Philadelphia

don't want to go into traditional biology paths, while also serving as a switch point for an AS in Chemistry. The revision was reviewed and recommended by the Curriculum Committee to IWC. This degree gives the College the flexibility to expand in workforce areas that we can't in the AS degree, including Biopharma, BioTech Industrial pathways. S. Walling asked if we might move ENG 115 earlier in the course sequence. Dr. Powell noted that the sequence is built to also be a switch point to the AS so students don't lose credits; focus is on these critical first steps to get them on point quickly. S. Walling also suggested Global Diversity as another option to SOC101. Dr. Powell noted that SOC101 is necessary for those students who wish to transfer to a four year BA/BS in biology.

C. de Fries made the motion to recommend the program revision for the Biological Sciences AA to Dr. Generals. L. Jones seconded the motion. There was no discussion and the motion passed with no one opposed and no abstentions.

b. Applied Engineering Technology (was ASET) (A.A.S.)

Dean M. Celenza introduced R. Libros to discuss the significant changes of the ASET degree to Applied Engineering Technology (AET). This is an AAS degree. R. Libros provided an overview of the major changes which include a change of name to the degree that came out of the last program audit. This new name is more in line with existing CIP codes and is used by other peer institutions. It creates a new track within the degree program, providing both an engineering technology pathway and a transfer pathway. R. Libros found that some students are interested in transferring to a four-year institution. Temple and Drexel have active engineering technology programs, which require higher level math to align the remaining courses in these four-year programs. The revisions make it much clearer for these students as to what they need to do to successfully transfer; the revision to the Catalog pages more clearly outlines what students in either pathway need to take and when to take them. The degree is also clearer and more recognizable to employers as well. For students, the AET shows both a pathway to transfer, or basic background in nanotech, additive manufacturing, and electronics. It also enables the College to open new proficiency certificate programs within.

R. Chambliss made a motion to recommend this program to Dr. Generals. The motion was seconded by S. Sauer. There was no discussion and the motion passed with no one opposed and no abstentions.

Community College *of* Philadelphia

c. Biomedical Equipment Technology (A.A.S.)

R. Libros reviewed the new AAS degree program. Currently the Biomedical Equipment Technology (BMET) program exists as two proficiency certificates leading to the ASET degree. ASET is being revised and it was important to provide a standalone AAS degree program for this field, while retaining the stackable credentials model. This pathway is clearer to students and employers. Those students who earn the AAS in Biomedical Equipment Technology will be able to receive the aligned national certification that is available in this field, becoming a Certified Biomedical Equipment Technician more quickly. The content remains the same.

L. Jones made the motion to recommend the program to Dr. General. R. Brickhouse seconded the motion. There was no discussion and the motion passed with no one opposed and no abstentions.

d. Education: Middle/Secondary Level (A.A.)

Dean C. Sweet introduced the new Middle and Secondary Education Degree program. This degree consolidates three education programs at the College: Middle level (4-8th Grades); Education/Secondary Humanities/Social Studies Option and Education/Secondary Math/Science Option.

Saia described how the program combines these options into one degree program with the purpose of supporting the ease and transfer of our students into our 4 year partner schools, as well as those who just want to stay in the 2 year program. This streamlining also improves alignment with federal and state regulations and program assessment. Students can take up to 30 credits as they move thru degree path. Then they must reach out to a faculty advisor to determine what their content electives will be, determining whether it is humanities, or math/science. Access to advisement helps with student persistence and completion. This advisement will also help with transfer selection or with the stand-alone degree. Students will be gated from registering for their additional credits until they have this advisement. A. Saia also indicated that there was outreach to our 4-year partner schools (Lasalle, Drexel, Arcadia, Holy Family, Eastern) to ensure the seamless ability to transfer to their programs.

The collapse in many requirements make this more concise for students, combined with the advisement to make the right decisions for their pathway progression and focus area. C. de Fries asked the question about how the current students will be affected by the change. A. Saia indicated

Community College *of* Philadelphia

that all current 90 students will be contacted to discuss the new program. C. Sweet indicated that current students can stay in the program they are in and will still be able to transfer. M. Litt is currently in this program and she noted that the process is tremendously seamless and incredibly supportive. She noted that the scaffolding of education and transition through the classes has been easy.

S. Sauer made the motion to recommend the program to Dr. Generals. M. Litt seconded the motion. There was no discussion and the motion passed with no one opposed and no abstentions.

V. Old Business

- I. Revised Grade Appeal Policy – S. Hirsch noted that after the December meeting we put the revised policy on pause to do research on whether there was anything in the contract that might prohibit it or nuances related to it; The College’s General Counsel looked into and could not find anything; S. Sauer noted that he also reached out and couldn’t find anything and believes this is ready to go. S. Sauer and S. Hirsch both indicated there were no concerns forwarding to the President with IWC’s recommendation. S. Hirsch noted that IWC did not need to approve today due to the fact that it was approved at our last meeting.
- II. Co-Chair IWC - S. Hirsch noted that Monique Hayes, who had previously been appointed as co-chair during the October meeting, stepped down leaving a vacancy in the co-chair position. S. Sauer had expressed interest, but was not officially on committee and now he is. Sean noted his interest remains. R. Chambliss made a motion for S. Sauer to be the IWC co-chair; L. Jones seconded. There was no discussion and the motion passed with no one opposed and no abstentions.

VI. Additional Business

S. Hirsch requested expedited process for the 4 curriculum items and the revised grade appeal policy to support their implementation this Fall; S. Hirsch noted this requires submission of a rough draft of minutes to Dr. Generals with the program or policy documents presented to the Committee. S. Hirsch asked if there were any concerns and if members of the Committee were on board with proceeding. All consented to the expedited review of the Committees recommendations by the President.

M. Litt asked if there was any information about Commencement this year. S. Hirsch shared that the College is planning for a virtual commencement that will incorporate both the Class of 2020 and Class of 2021. In addition, the College is

Community College *of* Philadelphia

pursuing planning for some in person experiences for graduation that comply with COVID safety guidelines. The virtual experience will include regalia sent to graduates, and they will have the ability to provide us with a picture and/or brief video message. This will get edited together with everyone getting named. It will start 5/8/21 and will be on demand so friends and family can access it later.

S. Hirsch noted that our next meeting is in March. The Committee welcomed D. Thomas, who is replacing Judy Gay as an Administrative appointee; the Committee welcomed to S. Sauer as a standing committee member, and now co-chair.

VII. Adjournment - The meeting was adjourned at 3:17 p.m.

Attendance, Withdrawals, and Grade Reporting Memorandum No. 5 – Attendance, Withdrawals, and Grade Reporting

Effective August __, 2021

Revised: March 27, 2015

Revised: February 25, 2013

Revised: April 8, 2010

Students' participation in regularly scheduled sessions or classes is an essential part of the instructional process. College students are expected to fulfill their academic responsibilities by attending all classes unless prevented from doing so by illness or emergency.

Responsibility of Instructors

It is the responsibility of the instructor to determine the attendance guidelines that best promote learning in each course. On or before the first meeting of each course, the instructor is expected to articulate and inform students in writing via a course syllabus about specific class attendance requirements. In general, instructors should exercise fair and consistent standards in determining when to excuse an absence and/or when to provide accommodations for missed major exams and assessments. An excused absence or accommodation should be provided to students who miss class to observe a recognized religious day or to fulfill a civic responsibility (e.g., jury duty or military service).

Responsibility of Students

It is the responsibility of the students to comply with the class attendance guidelines/policies, including the general requirement for verifying attendance), and to complete assignments, including those that involve out-of-class or online participation. Students are responsible for informing instructors in advance about anticipated absences. Students should recognize that individual sections of a course may be taught differently and that the attendance policy for individual sections of a course may not be the same.

Aside from the learning opportunities missed due to absences from class, excessive absence could result in significant academic penalty (failing a course), being asked to drop the course or being counseled to withdraw from the term.

Students must attend classes, or participate in an academically-related activity such as completing and submitting an assignment, or taking a test or quiz, during the first

twenty percent (20%) of a course in order to have attendance verified by the instructor. A student who does not establish attendance will be administratively dropped from that class and maintain financial responsibility for the course. Such an administrative course drop due to lack of attendance verification may result in an adjustment of financial aid received.

The twenty percent (20%) date for attendance verification in a regular 15-week fall or spring semester and the twenty percent (20%) equivalent for other terms will be published online listed in the College's Academic Calendar.

Beginning Attendance in a Course - 20% Attendance Report

Federal regulations require that the College must have a procedure for determining whether a federal financial aid recipient began attendance in the course, in order to establish eligibility as a financial aid recipient. In the interest of maintaining adequate procedures for documenting whether or not a student began attendance in enough credit hours to support the enrollment status for which Title IV funds were awarded and disbursed, each instructor shall provide attendance information for each student in his/her classes at the 20% point in the term. This is also designed to meet our obligations with the Commonwealth of Pennsylvania.

As permitted by federal regulations, the College is permitted to monitor attendance at least once during a period of time (i.e., the 20% point in the term) but does not continue to monitor attendance for a student after the one day of confirmed attendance. This policy ensures that the College is not a school that is required to take attendance for Title IV program purposes.

At the 20% mark, faculty must enter into Banner that a student has "Attended"/ "A" or "Never Attended"/ "NA". Faculty reporting includes all students, including those who have dropped the course before the 20% point. Students who drop the course are reported as "Attended"/ "A" or "Never Attended"/ "NA" to determine if the student began attendance.

Any students who are reported as Never Attended/NA in a course at the 20% point will have their financial aid recalculated to remove this course and financial aid will be disbursed including only those courses in which the student began attendance.

Mid-Term Academic Progress – 50% Report

In the interest of assuring earlier feedback to students, thus facilitating an earlier student decision, each instructor shall submit verification of student academic progress for each student in his/her classes at the 50% point in the term. Faculty must enter Academic Progress into Banner with the following options: Satisfactory "S" (Equivalent to Grades A, B, or C), or Unsatisfactory "U"

(Equivalent to Grades D or F). Fifty percent Academic Progress reports need to be entered only for terms of at least ten (10) weeks.

Official Withdrawal

Students may withdraw from a course or courses without academic penalty up to and including the eleventh (11th) week of a regular 15-week term, and up to and including the equivalent percentage of the eleventh (11th) week in a part of term. For parts of terms, the last date for withdraw without academic penalty can be found online listed in the College's Academic Calendar.

If the official withdrawal form is filed with the Office of Student Records and Registration within the established time limit, the student's grade report will show the grade W (Withdrawal).

Students who stop participating without notifying the College or submitting a withdrawal form after the 11th week will receive an FS (Failure – Stopped Attending) grade.

Unofficial Withdrawals

The Community College of Philadelphia does not require faculty to take attendance; however, the U.S. Department of Education requires the institution to determine if a student who received financial aid and fails to earn a passing grade in a course has actually attended and/or completed the courses, or if they unofficially withdrew without completing an official notification. (34 CFR 668.22)

In accordance with federal regulations relating to Student Assistance General Provision, 34 CFR 668.22, the College must determine whether a return of Title IV federal funds is necessary when a student fails to attend/participate or ceases to attend/participate in all classes and does not withdraw. This situation is referred to as an "unofficial withdrawal" and is reflected on a student's transcript.

This process is utilized to identify students who fail to attend or cease to attend classes without officially withdrawing and to facilitate required calculations determining the amount of Title IV federal funds which must be returned to the U.S. Department of Education as a result of such unofficial withdrawals. Because students receiving federal financial aid may be financially impacted, compliance by College officials who record grades is critical.

Students who complete a term with no passing grades (any combination of Withdrawal (W) or Failure-Stopped Attending (FS)), are to be considered unofficial withdrawals from the College and the Office of Financial Aid.

The College has elected to institute a grade designation of (FS), Failure-Stopped Attending, to differentiate from a student who has completed the course, but failed to make a passing grade and one who has ceased participation in the course. The College further has a requirement that faculty provide a last date of participation for students who receive FS grades to determine whether a student has unofficially withdrawn.

To serve as documentation that a student who received all “F” grades had not unofficially withdrawn, the College’s policy requires instructors to award the “F” only to students who earned the “F”, i.e., completed the course but who failed to achieve the course objectives. The policy also requires that instructors award FS to students who failed to complete the course (typically due to stopping participation).

Under this policy, if a student received at least one grade of “F”, the student would be considered to have completed the course and, like a student who received at least one passing grade, would not be treated as an unofficial withdrawal. A student who did not officially withdraw and did not receive either a passing grade or an “F” in at least one course must be considered to have unofficially withdrawn.

The withdrawal date for an unofficial withdrawal for institutions not required to take attendance is the midpoint of the period of enrollment or the last date of an academically-related activity in which the student participated. The Office of Financial Aid will perform a Return of Title IV Funds (R2T4) calculation using the date entered by the instructors as the Date of Withdrawal.

FS grades require a last date of participation to be entered at the time of grade entry. If more than one instructor provides a date, the later date will be used. If the last date of participation cannot be determined, the midpoint (50%) of the period of enrollment will be used as permitted by Federal regulation.

The updated enrollment status and last date of participation will be transmitted to National Student Loan Data System. Loan repayment and grace period will be based upon the last of date participation, not the end of the term.

Students identified as unofficial withdrawals will be notified of the withdrawal date, the percentage of refund adjustment used in the calculation and any balance due to the College after adjustments to institutional charges and financial aid payments.