

# Community College *of* Philadelphia

**AGENDA**  
**Institution-Wide Committee**  
**Monday, October 25, 2021**  
**2:30 pm**

**ZOOM meeting**

- I. Call to Order**
- II. Attendance**
- III. Approval of Minutes**
  - a. Minutes of June 28, 2021**
  - b. Minutes of August 16, 2021**
- IV. Old Business**
- V. New Business**
  - a. Introductions**
  - b. Role of Committee**
  - c. Selection of Committee Officers**
- VI. Adjournment**

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**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

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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".
- Students who stop participating without notifying the College or submitting a withdrawal for after the 11<sup>th</sup> 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.

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.

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

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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.

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**AGENDA**  
**Institution-Wide Committee**  
**Monday, August 16, 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 (Co-Chair)

Administration: Carol de Fries, Dave Thomas, Sam Hirsch

Students: N/A

#### Alternates

Federation: Raquel Brickhouse, Stanley Walling, Jackie Bryant

Administration: Lisa Hutcherson (Voting), Leila Lawrence

Students: None

#### Guests

Victoria Zellers

### **III. Old Business – No items were discussed.**

### **IV. New Business**

#### **a. Policy on Academic Standards and Progress**

S. Hirsch led the discussion on the updates to the College's Policy on Academic Standards and Progress (P&P 8) that needed to be discussed and voted for recommendation to Dr. General's by the members of the IWC. Dr. Hirsch shared a red line version of the policy on the Zoom screen and went through in detail all the large and minor adjustments made to the policy.

He noted that the changes to the Academic Standards and Progress Policy require IWC voting approval so that it can be put in place for the upcoming semester, which also necessitated an August meeting of the IWC.

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S. Hirsch noted that the policy needed adjustment due to other changes required by the US Department of Education Financial Aid audit. Unlike the mandated changes in P&P 5 that the College was mandated to make, this policy required changes but the College had some level of discretion as to the changes we could make to the policy. At issue is the time by when students understand when they might be placed on warning as to their academic progress. The past policy was calculated after 12 credits, and required a 67% completion rate. The mandates require that students understand their status from their first credit.

S. Hirsch indicated that they consulted with several institutions and other consultants as to the type of system the College could put in place that could be the least harmful to our students. The revised policy provides a tiered approach to the completion percentages based on total credits earned with a 50% completion rate up to 12 credits; a 60% completion requirement for 13-18 credits; and a 67% completion standard for 19 credits and above.

Based on that consultation, they ran several data runs of the revised policy to assess the impact and ensure the policy minimizes the number of students that may be adjusted earlier into academic warning. These runs, last done at the end of July, reviewed 10,000 students, which included students up to 12 credits. It found that of those 10,000 students, 720 a .07% of total students evaluated, would fall into academic warning. However, only 180 students of that subtotal would fall into academic warning earlier than anticipated. While we need to work with these 180 students now that they will be moved into academic warning, this is a much lower number than anticipated. Had the College chosen to apply the 67% completion at credit 1, many more would be impacted.

The policy inserts sample calculations to show the impact of the tiered approach to better clarify and calculate their academic standing.

Questions raised:

K. Bouchenafa asked that the language of the final policy be adjusted to be gender neutral and not reflect "he/she." S. Hirsch indicated the final policy would remove these references and correct that language.

S. Sauer asked about the term "Quality Points" and S. Hirsch noted that each grade letter is assigned numeric points from which you calculate GPA. The USDOE refers to these as "Quality Points." (example: A = 4 quality points). S. Sauer also asked about the language crossed out regarding Withdrawals. S. Hirsch noted that this is a reference to the new P&P 5,

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which removed this sentence from P&P 5 and was mandated. It was tied to making it clear that the College is not a daily attendance taking institution. S. Hirsch noted that an FAQ is being developed that will go out with the new policy announcement to help faculty understand it.

S. Walling noted that he believes the changes are more beneficial to students and won't put as many into probation. I and MP grades are no longer calculated into GPA and therefore are no longer a negative impacting a student's GPA. He believes the overall effect will keep students in school.

C. de Fries asked about what communication will take place to those 180 students who we know will be moved into earlier warning and if they will get additional counseling and other services. S. Hirsch noted that the final numbers may be adjusted given that the numbers were last run in July. He also said of the 180, only 29 students are actively registered. All will be notified and provided counseling. In particular, he said that students who fall into warning early tend to not re-register. There is hope that this earlier warning system can help students better understand why they need to remain in good standing, but it also will help change the pattern of students who don't return if they do not do well up front. The rule will help students better understand their academic progress and it also provides an opportunity at New Student Orientation to emphasize that academic progress matters. It was also noted that Starfish can also be used to flag these issues.

S. Walling asked if P&P 5 is now eliminated. S. Hirsch noted this is its own Policy #8, and P&P 5 remains.

J. Bryant asked that if we are not officially a daily attendance institution, why do we have an FS grade? S. Hirsch noted that it is tied to the return to Title IV federal regulation; the College must return financial aid for a student who does not complete a semester. This grade was developed to distinguish between a student who earned an F, and a student who failed due to a lack of attendance and the date by which that happened.

C. de Fries made a motion for the IWC Committee to recommend the new policy to Dr. Generals as reviewed with the redline version and with the changes made as reviewed by S. Hirsch. The motion was seconded by R. Chambliss. No further discussion took place. The motion passed unanimously by all voting Federation and Administration members. There were no abstentions.

Meeting adjourned at 3:15 p.m.