

Community College *of* Philadelphia

AGENDA

Institution-Wide Committee

Monday, October 25, 2021

2:30 pm

ZOOM Meeting

I. Call to Order

The meeting was called to order at 2:36 p.m. by Sam Hirsch.

II. Attendance

Delegates

Federation: Karima Bouchenafa, Sean Sauer (Co-Chair), Stan Walling, Jaqueline Bryant

Administration: Carol de Fries, Jacob Eapen, Sam Hirsch

Students: Ahmad Mitchel

Alternates

Federation: Rainah Chambliss, Dr. Cynthia Paul, Elisa King

Administration: Leila Lawrence (Voting), Vishal Shah, Vijay Sonty

Students: None

Guests

Shavon Ford

III. New Business

- a. **Introductions** - The Committee had new voting members, delegates, and student representatives appointed to the IWC since our last meeting. Dr. Hirsch had every member introduce themselves and identify their role and department.

- b. **Role of The Committee** – Dr. Hirsch discussed the different standing committees that frequently make recommendations to the IWC for our review and recommendation to the President. Academic Affairs Committee reviews changes in policies such as graduation, academic policies; the Curriculum Committee will look at new programs, and major revisions to academic degree programs. Student Affairs looks at high level policies and procedures relating to student affairs such as the student grade appeals policy or our student judicial policy; The Technology

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Coordinating Committee focuses at those issues related to technology at the Institution such as technology use or distance education policy changes. If there is a major policy or procedure or program that is reviewed by one of these committees, they will make a recommendation to the IWC, and then IWC will review and make a recommendation to Dr. Generals. The recommendation can be to: 1. Recommend to the President; 2. Not recommend to the President; 3. Send back to the Committee for additional changes or answers to questions. Typically, the individuals who presented at the initial committees prior to IWC review, will attend our meeting and provide us with their reasons for their specific recommendation. Dr. Hirsch asked for any questions or clarifications. There were none.

c. Selection of Committee Officers –

- A. Before we voted on specific officers. Dr. Hirsch discussed the role of the officers of the IWC. He noted that the Committee has in the past had several Chair models, which has included just having one individual be a chair, either a faculty member or an Administration member, OR we have had co-chairs with a faculty and administration member serving. In addition to running meetings, and taking care of the logistics for each meeting, they help to guide the review of the items in front of the IWC. An administrator as co-chair is key as their staff support handles sending out the agenda, minutes, and necessary attachments. The Chair sends the recommendation results to Dr. Generals. The Secretary keeps attendance, takes the minutes and keeps the summaries of the presentations.
- B. Jacob Eapen nominated Sam Hirsch to be co-chair, Carol de Fries seconded. Stan Walling nominated Sean Sauer as Co-chair; Jackie seconded. Sean indicated he is happy to join Sam as a Co-Chair. Dr. Hirsch asked for any additional nominations, none being offered the committee voted. All voting members from the administration, Federation and the Student Representative voted in favor of Dr. Sam Hirsch and Dr. Sean Sauer as Co-Chairs.
- C. Sean Sauer nominated Carol de Fries to serve as Secretary; Jacob Eapen Seconded. Dr. Hirsch asked for any additional nominations, none being offered, Carol de Fries motioned to close the nominations with Stan Walling seconding; all voting members from the administration, Federation and the Student Representative voted in favor of Carol de Fries as Secretary.

d.

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IV. Approval of Minutes

- a. Minutes of June 28, 2021 and Minutes of August 16, 2021 were presented for approval. Dr. Hirsch asked for questions. Ahmad Mitchell, Student Representative and Culinary Major, asked a question about the difference between policy changes discussed during both meetings. Dr. Hirsch noted that the June minutes are around Policy #5 versus August which focused on Policy #8. Dr. Hirsch noted that Policy #5 was required due to federal regulations; College Administration met with Federation leadership, and agreed it would come to IWC for information purposes only. The August meeting covered changes to Policy #8, and were brought to IWC for review and approval.

- b. Ahmad asked for greater information about the policies, what are they and what were the changes. Policy #5 focused largely on attendance modification and attendance taking. Dr. Hirsch noted that a program review from the US Department of Education resulted in the USDOE viewing CCP as a daily attendance taking institution, which we are not. This resulted in their interpretation of language in Policy #5, and as a result to ensure this misinterpretation does not take place we were required to make changes to Policy #5, which included specifically that faculty only needs to report if a student attend or not at the 20% mark, and at the 50% mark, faculty needs to report on achievement (Satisfactory/Unsatisfactory); we also clarified our two Failing grades – Earned F, and an FS. An earned F means a student attended class, took tests, participated and didn't withdraw, but they failed the class. An FS grade reflects that the student failed due to the fact that the student stopped attending; this is key to returning Financial Aid money.

Policy 8 focused largely on how the College will calculate student academic process (SAP). With those explanations, Ahmad Mitchell was satisfied and had no further questions.

Stanley Walling moved to approve the minutes. Ahmad Mitchell seconded. No further discussion. All voting members from the administration, Federation and the Student Representative voted in favor of approving both the Minutes of June 28, 2021 and the Minutes of August 16, 2021.

V. Old Business – No items were discussed.

- ## **VI. Adjournment** – Dr. Hirsch noted for the months ahead that January and February is a crunch time for review of new programs. Sean Sauer asked if we might move to in person meetings for the Spring. Stanley Walling suggested we monitor this closely and make adjustments based on the virus. Jackie Bryant noted that she works at Northwest so it would be hard for her to leave campus for in person

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meetings. Dr. Hirsch noted that we can accommodate those who can't leave and host hybrid meetings for those who can't make it in person. Meeting adjourned at 2:59 p.m.