

**Institution Wide Committee**  
**Monday January 31, 2022**  
**2:30pm**

## **Zoom Meeting**

### **I. Call to Order**

The meeting was called to order at 2:34 p.m. by Sam Hirsch.

### **II. Attendance**

Federation Voting Delegates: Sean Sauer (Co-chair) took minutes for the meeting, Stan Walling, Jacquelyn Bryant

Federation Voting Alternates: Cynthia Paul

Administration Voting Delegate: Sam Hirsch (Co-chair)

Administration Voting Alternates: Lisa Hutcherson, Leila Lawrence, Vijay Sonty

Administration Alternate: Vishal Shah

Student Voting Delegates: Ahmad Mitchell, Justice Passe

Guests: Francesca DiRosa, Chae Sweet, Pascal Scoles, Pam Carter, Lynsey Madison, Richard Saxton, Amy Birge-Caracappa

### **III. Approval of minutes**

- a. Minutes from the Monday, October 25, 2021 meeting were presented. Jacquelyn asked that a correction of the spelling of her name be made. Sam Hirsch made a note that would be corrected. Stan Walling moved to approve meeting minutes. The meeting minutes were approved with the correction.

### **IV. Old Business** -No items were discussed.

### **V. New Business**

#### **a. Behavioral Health and Human Services AAS (revision)**

Chae Sweet introduced Pascal Scoles who provided an overview of the changes.

Following the introduction, Dr. Cynthia Paul commented she did not receive the documents for the meeting. Stan Walling commented that the documents were included in the calendar invite to the meeting. Dr. Hirsch said that he would make sure that all documents would be distributed via email moving forward.

Pascal Scoles informed the committee that the revision of the BHHS curriculum was the result of both the Academic Program Audit as well as an environmental scan that was conducted to

ascertain the needs of various local behavioral health and human services organizations. The recommendations were reviewed by faculty and informed the curriculum revisions that were eventually made to address the information gathered. The outcome of the environmental scan revealed a need for more focus on trauma, family and Intimate partner abuse, social determinants of health, substance abuse, youth development, and elder care. The program curriculum has been designed to meet these areas of need and focus core coursework accordingly. The program will also have a capstone practicum as opposed to two practicums.

Pascal Scoles introduced Francesca DiRosa who presented the major changes in program revisions. Francesca DiRosa further explained that courses were added to reflect the audit assessment and existing courses were updated. Stan Walling asked if they had coordinated with the Public Health program at CCP. Francesca DiRosa said that she had a conversation early on with the Allied Health Department Chair and would pursue the possibility of including cross-listing the newly developed course, Introduction to the Social Determinants of Mental Health (BHHS 102). Pascal Scoles further clarified that BHHS is not designed as a transfer program, but rather as a Workforce, Applied Associate's Degree curriculum. Behavioral Health and Human Services curricula and coursework do not seamlessly transfer into Social work programs. However, students can transfer into a Social Work program after graduating with the BHHS Degree, and additionally have the benefit of being able to find employment in the field of Human Services. Students complete 156 hours each semester with two different practicum experiences. The program provides two separate kinds of experiences making sure they are getting experience in the field and area of interest they are pursuing. Many students are already working in a related field and are taking classes for the relevant certification, by enrolling in one of the BHHS Proficiency Certificates.

The program allows students to transfer in up to six credits of related coursework taken in Peer Specialist Training programs and also credit course work assigned for prior work experience. Vijay Sonty asked about persistence referencing the provided lower enrollment numbers. Francesca DiRosa explained that they looked at student persistence in developing the program revision and have hopefully begun to address student retention, by revising the design and core coursework in the curriculum. There will also be more engagement with Workforce Development.

Justice Passe asked if they have noticed if students are having a hard time applying for jobs outside of the college. Career connections was of assistance in delivering content to students regarding applying for jobs. Commenting further that we should have more job fairs. Francesca DiRosa explained that the department is working on strengthening the connection with industry.

The Committee unanimously agreed to recommend the revised program for approval to the President.

\*Sam Hirsch asked that it be included in the notes that all program revisions were approved by the curriculum committee.

## **VI. Information**

Victoria Zellers introduced an information item regarding changes to Policy 8 and 8A, Title IV program. She provided an overview of the recent changes made based on requirements put forth by the Department of Education. She then explained that Policy 8 requires additional clarification on Withdrawals after the 20% attendance point in the semester. Revision as of January 2022 will be that students who withdraw from a course before 20% attendance will receive a “WD” and students who withdraw after 20% attendance will receive a “W”. Students who have never attended will not receive a “WD”. This information will be updated on the college website.

### **Back to V. New Business**

#### **b. Culinary Arts AAS (revision)**

Pam Carter introduced Lynsey Madison the faculty developer who oversaw this revision. Lynsey explained that this revision stemmed from program assessment, a decline in enrollment, and following current trends in culinary. One of the major goals is to create new career paths. In the past, Culinary Arts AAS had been accredited by the American Culinary Federation but moving forward they have not renewed this accreditation to allow for more flexibility in developing curriculum. A new internal work experience course has been added. Students will be able to see themselves as a part of the workforce through a real-world environment created in classroom. This will simulate industry in controlled environment. Students will now learn more about current dietary constraints such as gluten free, kosher, and vegetarian. They will also learn about best practices such as food sustainability, recycling, and eliminating waste which is also cost effective in today’s culinary environment. A marketing element has been added addressing running your own business. With this revision 3 courses have been removed from the program. Reducing the total number of credits from 65 to 64. Vijay Stonty asked if there will be an added equipment cost. Any additional cost would be nominal.

The Committee unanimously agreed to recommend the revised program for approval to the President.

#### **c. Medium and Heavy Truck Technology (new)**

Richard Saxton presented the new Medium and Heavy Truck Technology Program. This new program will take place at the new Career and Advanced Technology Center. This new space, being built in West Philadelphia, is in the process of being completed and is scheduled to open for fall 2022.

The Medium and Heavy Truck Technology Program was created by the Automotive Technology Department in response to industry needs put forth by the City of Philadelphia and SEPTA. This program is expected to draw students from across the region as there is currently no similar program offered in the city or neighboring community colleges. This will be the only truck

technology program available in the area for students interested in this kind of work. The shop is designed to accommodate eighteen-wheeler, medium sized buses, or front-end loaders. The technology is constantly being updated to follow industry standards. They considered partnering with a company in the industry but have decided to stay general so to best prepare students to be flexible.

Stan Walling asked if they are planning on developing any programming catering to rail technology. Richard Saxton explained that SEPTA requests CCP develop this type of program occasionally. Penn State Altoona has a full rail and engine building program, but otherwise this type of training is received on the job.

The Committee unanimously agreed to recommend the new program for approval to the President.

Sam Hirsch reviewed the committee's expedited process. He explained to those new to the committee the purpose of the expedited process. There are times, due primarily to catalog deadline dates, that new or revised academic programs or policies need to be forwarded to the President prior to waiting for a subsequent meeting to approve the minutes. Thus, the documents go forward without the need for the committee to approve meeting minutes.

Stan Walling suggested that future committee meetings be recorded to assist in keeping minutes and everyone agreed.

The next scheduled IWC meeting will be held on February 28 at 2:30 via Zoom.