



COMMUNITY  
COLLEGE OF  
PHILADELPHIA

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Office of the President

**TO:** College Community

**FROM:** Alycia Marshall, Ph.D.  
President

**DATE:** January 14, 2026

*Alycia A. Marshall, Ph.D.*

**SUBJECT:** Institution-Wide Committee Decisions

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The Institution-Wide Committee met on October 27, 2025, and November 24, 2025 and the following actions were taken:

1. Approved revision to Policy 305: Duplication of Software
  - ‘see paragraph D below’ was added under point A.
2. Approve Revisions to Policy 306: Responsible Computing
  - a. Revisions were made on Point D. The last sentence was revised to include General Counsel.
  - b. Revision made under Implementation. The second sentence, which originally read: The Vice President of Academic and Student Success, in conjunction with the CIO, shall, from time to time, issue recommended guidelines to assist departments and units with this effort, was revised to include: The Vice Presidents of each division.
  - c. Revision made under User Responsibilities. Number #5 was added: Ensure that public, shared, office, and personal devices (including cell phones) used to access College user accounts and systems are password-protected and secured when unattended/not in use
3. Approved revisions to Policy 307: Interactive Systems
  - a. Point revised under the following policy guideline:
    - From Equal Opportunity and Affirmative Action policies to Equal Opportunity and Non-Discrimination and Harassment Policies
    - Removed College Policies and Procedures Memorandum #352 – Discriminatory Harassment Prevention
  - b. Point revised under Privacy:
    - Changed from: Confidential information, whether it relates to students, employees, or others shall not be disclosed or distributed using the College system or by employees when using any social networking service. Exceptions are activities that are in accordance with College

policy and federal laws, such as the Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Gramm-Leach Bliley Act.

- Updated revised sentence states: Confidential information, whether it relates to students, employees, or others, shall not be disclosed or distributed using the College's system or by employees identifying an affiliation with the College when using any social networking service. Exceptions are activities which that are in accordance with College policy and in compliance with federal laws, such as the Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Gramm-Leach Bliley Act.
- Changed from: Employees are prohibited from using a College-provided or personal camera, cell phone or Smartphone camera, or any device capable of recording video to take transmit, download, or upload to social networking or video sites either for business reasons or for non-business purposes any photos, videos of College employees, vendors, officials, or students without their consent.
- Updates revised sentence states: Employees are prohibited from using a College-provided or personal camera, cell phone or Smartphone camera, or any device capable of recording video and/or audio to take, record, transmit, download, or upload to social networking or video sites either for business reasons or for non-business purposes any photos, or videos, or audio recordings of College employees, vendors, officials or students without their consent.
- Revision made to sentence under Use of College Name, Logo or Seal that stated the Division of Communications were revised to the Division of Strategic Communications.

4. Approved the revisions to Policy 309: Hardware and Software Support On-Campus

- Sentence removed: The Department of Information Technology Services is the contact point for all hardware and software support issues.
- Printers, scanners, CD RW devices, zip drives, hard drives, tape drives were removed from the inclusion of computer equipment defined as computer system units, monitors, and external peripherals.
- Information Systems subtitles changed to read Information Technology Services.
- Information Technology Services supports Web browsers, and other internet tools such as Mozilla, Chrome, Internet Explorer and WS\_FTP LE. Mail clients was removed from sentence.

5. Approved the proposal to expand the BHHS program from a program within the Department of Psychology to an independent department.

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