

Community College *of* Philadelphia

**Community College of Philadelphia
Standing Committee on Student Affairs 2009-2010
Wednesday, March 24, 2010
Draft Minutes**

Attendance		
Administrative Appointees	Faculty Delegates	Student Delegates
Jenavia Thompson-Weaver Rogers Glispy	Nicole Duncan-Kinard Larry MacKenzie	
Administrative Alternates	Faculty Alternates	Student Alternates
Tarsha Walton Nikki Sarpolis	Ellie Cunningham Susan Orehowsky	

- I. The meeting in alternate location C1-34 was called to order at 3:45 by Larry MacKenzie, Committee Co-chair, as Ronald Jackson was unable to attend today's meeting. Larry reported that Phil Pollock has sent a message saying that he is unable to attend today's meeting and will not be able to serve as recording secretary for the remainder of the semester. Ellie Cunningham moved that the committee elect a replacement secretary to serve for the remainder of the school term. This motion was seconded by Nicole Duncan-Kinard. The motion carried unanimously. Rogers Glispy nominated Sue Orehowsky to become secretary for the Student Affairs Committee. The committee voted unanimously to elect Sue.

- II. Review and approval of minutes of February 24, 2010. A motion to approve these minutes was made by Rogers Glispy, and seconded by Ellie Cunningham. The February 24th minutes were approved unanimously. Discussion: How much detail is needed in the minutes? Minutes should capture motions and reflect some discussion of main ideas.

We revisited the minutes of the committee's November 2009 meeting. These had been submitted by Phil Pollock but have been revised by Ronald Jackson and Larry MacKenzie in response to advice from Pam Gallimore. Ellie Cunningham moved to approve the revised November minutes, seconded by Rogers Glispy. The motion passed. Discussion: New procedure will be for secretary to send draft minutes within one week to the co-chairs, who will send to all members for corrections and revisions prior to the next meeting.

- III. Old Business

Rogers Glispy continued presentation of revisions to P&P #5. See attached.

1. Discussion: Online drop forms should list number of absences as well as dates of absences.
2. Faculty commonly believe that is best for instructors to wait to submit the drop form for poorly attending students until the 11th week drop date, but this notion was challenged. Tarsha Walton and Nicole Duncan-Kinard advised the committee that it is beneficial to students to file the P & P #5 form early so they will not lose student financial aid. If a student doesn't officially drop, he/she loses financial aid. If a student has not shown up in a course, it is best for the instructor to check "Never attended" on the 20% attendance report. This will drop that student from the course automatically.
3. The committee will recommend that students should be dropped as soon as two weeks of class have been missed. This is still at discretion of faculty who may choose not to drop a student if extenuating circumstances exist, e.g., a student missed time but now is back and in class and succeeding.
4. Expanded information about excused withdrawal and administrative withdrawal should be made available to students, perhaps on the MyCCP new student tutorial, as well as on all syllabi.
5. Insufficient specifics about withdrawal processes are stated in the student handbook. Language in P&P #5 should match the language in the student handbook.
6. What is an excused withdrawal? Faculty should discuss this option (considering medical conditions, military service, etc.) with the student on a case-by-case basis.
7. Medical withdrawal requires documentation, typically a note on physician letterhead. W-61 form is used for medical withdrawal.
8. Language in the student handbook states that a student can be dropped administratively if he/she is absent for two weeks of a standard semester course "without an acceptable excuse." Faculty should consider referring students to a counselor to get best advice regarding excused withdrawal. Excused withdrawals benefit students by not affecting their GPA.
9. Discussion: Need to add/clarify language re excused withdrawal. This has implications beyond this committee. Students need to understand the impact on their financial aid.
10. Future actions would be to discuss with David Green re posting information on MyCCP for students, confirm this information with Dr. Gay, discuss the issue with the Department Heads Council, and share information with faculty regarding best

practices. For example, best practices on administrative withdrawal should be discussed with new faculty at new faculty orientation.

11. It was moved by Jenavia Thompson-Weaver that the committee's policy revision draft should be circulated among committee members, to be then given to the co-chairs to come back for one final review by the committee before going to IWC. Seconded by Ellie Cunningham. Approved unanimously.

IV. New Business

Larry suggested creating a group site on MyCCP/ Banner for the committee to use to discuss and review items between meetings to save time. Larry will speak with Arnold DiBlasi about this.

V. Adjournment

The meeting was adjourned at 5:05 p.m.

VI. The next meeting of the Student Affairs Committee is scheduled for April 28, 2010 at 3:30 p.m. in S1-09.

Minutes submitted by Susan Orehowsky.