

# COMMUNITY COLLEGE OF PHILADELPHIA

## ACADEMIC AFFAIRS STANDING SUB-COMMITTEE ON CURRICULUM

### Meeting Minutes

Thursday, March 27, 2008

4 PM, Conference Room M2-34

**Presiding:** Dr. S. Thompson, Administrative Delegate

<b>Present:</b>	<u>Administrative Delegates</u>	<u>Faculty Delegates</u>	<u>Students</u>
	M. A. Celenza	R. McAndrews	M. G. Thomas
	E. Freeny	L. Fellag	M. Fleming
	M. E. McGorry		
	P. Watkins		

### Agenda Items Discussed:

1. Approval of February 21, 2008, Minutes. L. Fellag made a motion to accept the minutes; R. McAndrews seconded the motion to approve the minutes as written. The Committee unanimously approved and accepted the minutes.
2. Proposal for Course Substitution and Waiver Policy for Students with Disabilities. F. DiRosa provided an overview of the policy, which was a recommendation from the Center On Disability (COD) Audit. The Center had no official College-wide policy for issuing waivers or for substituting courses. Decisions had been made on a case-by-case basis. Students with physical, learning or other disabilities must work with the departments and programs to agree on an acceptable course substitution. The proposed policy does not waive program requirements or courses towards program completion.

R. McAndrews asked about process; S. Thompson clarified that the waiver will follow the same process as the existing requests for waivers. For COD students, course substitutions will be determined and identified prior to completion of the College graduation waiver request form and the subsequent documentation will accompany the waiver form when processed.

F. DiRosa explained that for a COD student a course substitution can happen up front, prior to taking a course, or after the COD student has found that his/her limitations are hindering program completion.

R. McAndrews made a motion to approve the policy; M. McGorry seconded the motion; the Committee unanimously agreed to pass the policy.

3. Proposal for Revision of the Business Curriculum and Consequent Creation of the Business Curriculum and the Business Administration Curriculum.

M. McGorry provided an overview of the revision and development of the Business and Business Administration programs. A. Davis informed the Committee that the full-time faculty from the Economics and Accounting and Marketing and Management Departments collaborated

to revise the Business program; the proposed Business program provides students with business foundation courses without any specialty areas. The courses in the Business program will transfer but not to the Association to Advance Collegiate Schools of Business (AACSB) institutions. In the Business Administration program, courses were selected to align with AACSB requirements. Appropriate academic advising is essential for both programs.

L. Fellag inquired about ENGL 112 since it is technical writing course; A. Davis responded that the course does not transfer to AACSB institutions. L. Fellag will give P. Watkins the typographical errors for editing.

S. Thompson made a motion to pass the programs; R. McAndrews seconded the motion; the Committee unanimously agreed to approve the programs.

4. Other Business. R. McAndrews inquired about the new General Education Plan and wondered if the Faculty Delegates to the Faculty Council on Education would be able to make editorial comments, or comment on items the Faculty Delegates perceived as misprints and not really intended to be included in the document. S. Thompson responded that the document was approved as is and the process is in place to move ahead with the Plan as presented. E. Freeny noted that on pages 16-18 topics were recommended for future consideration. S. Thompson suggested that Faculty Delegates could develop a proposal for changes that would then follow the usual process for change and go through the committee structure.

R. McAndrews made a motion to adjourn the meeting; M. Celenza seconded the motion and the Committee concurred. The meeting adjourned at 5:10 PM.