

Community College *of* Philadelphia

MEETING MINUTES

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| Work Group: | Academic Support Subcommittee |
| Meeting Date: | Thursday, November 15, 2018 |
| Meeting Time: | The meeting was called to order at 3:41 p.m. |
| Attendees: | Delegates: Faculty - Jon Brown, Anna Seixas and Mary Yannuzzi Administrative - Bonnie Harrington, Joan Bush and Donna Richemond Student – Nilufer Yesmin Alternates: Administrative - Wendy Kohler and Tarsha Walton |
| Facilitator: | Kristi Bergman and Yannick Ladson |
| Guests: | Dawn Sinnott |
| Location: | BG-07 |
| Topic: | Various Topics |

Discussion Points

Approval of the Agenda

- A motion was made to approve the agenda by Jon Brown and was seconded by Mary Yannuzzi. All members voted yes to approve the agenda.

Review of Minutes

- The minutes from the October 18, 2018 meeting were reviewed by the committee. A motion was made to accept the minutes by Joan Bush and was seconded by Anna Seixas. All members voted yes to approve the minutes.

Old Business

A. Research Findings on Guided Pathways Institutions Late Registration and Tuition Refund Policies

- The committee reviewed and discussed some of the findings on late registration and tuition refund policies at other Guided Pathway institutions. The following points were noted:
 - The College’s current refund policy does not take into consideration the new signature policy (passed last year).
 - Drop and refund is the most outstanding concern.
 - What does data about the new signature policy tell us about CCP student behavior?
 - Does the committee now feel as though we don’t want to move forward with extending signature policy?

- The Committee will review the entire document of the findings and revisit this issue at the December 13, 2018 meeting.

B. Degree Completion and Closing Out Programs

- Donna Richemond presented data on the likelihood of CCP students stopping out and reenrolling at the College.
- The committee discussed how to determine the timing of closing out a program? The group inquired if Middle States has any requirement?
- The faculty would determine if a program should be discontinued with approval from the Academic and Student Success Council.
- Bonnie Harrington recommended a proposed 7 years to close out a program.
- The committee agreed that data about how long does it normally take our students to finish a program would be beneficial to review. The data will be sent to the committee (by December 6th) before the December meeting to review in advance.
- The topic will be revisited at the December 13, 2018 meeting.

New Business –

- Dawn Sinnott, Director of Institutional Research, introduced a proposed Survey Policy.
 - The proposed policy originated from the Institutional Effectiveness committee.
 - The intent of the proposed policy is to strengthen and protect surveyed research at the College with an emphasis on increasing validity. Dawn stated that the proposed policy also intends to prevent survey fatigue, which has a potential to harm information gathering. Dawn also noted that the proposed policy is not intended to restrict research at the College.
- The Committee will review the proposed policy and Dawn will attend the December 13th meeting to answer questions.

A motion was made to adjourn the meeting at 4:52 p.m. by Donna Richemond, and seconded by Mary Yannuzzi.

The next meeting will be held on December 13, 2018 at 3:30 p.m. in BG-07