

# Community College of Philadelphia

*The Path to Possibilities™*

Meeting Minutes  
Academic Support Standing Subcommittee  
November 29, 2007  
3:30-5:00 p.m.  
Counseling Conference Room, W2-3E

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**Delegates Present:** Todd Jones (co-chair), Betsy McCoubrey, Bronwynne Rhode, Margaret Stephens, Alison Tasch, Susan Tobia

**Alternates Present:** Debbie Allen, Diane Freedman, Ardencie Hall-Karambé, Gina MacKenzie, Marline Paramour, Carmen Serrano

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The meeting was convened by Todd Jones, co-chair.

Page 3 of the minutes for 10/25/07 was amended (change in bold) as follows:

First paragraph, third sentence – Sharon explained that **some of** the grant-funded programs....

First paragraph, fourth sentence – ESS **is** focused on student academic support....

Seventh paragraph, first sentence – Margaret asked ...advertisement out yet for the position of **ESS Dean**.

Eighth paragraph, first sentence – Margaret asked ...a vacuum concerning information **literacy**.

Betsy moved to accept the minutes as amended and Margaret seconded the motion. The minutes were unanimously accepted.

## **Agenda Items**

### **#1 Time Amnesty**

Betsy distributed the rationale for revisions to the College Policies and Procedures, Memorandum No. 10, Academic and Time Amnesty. The basic change is that a student would need to complete six (6) credits with an A, B, C, P, or MP before requesting time amnesty. This had actually been the practice until a student challenged it. In the current policy, the only requirements for requesting amnesty are that the student must have been away from the College for three (3) years or more and be registered for class(es) at the time of application. The counselors researched the policy at other colleges 3-4 years ago and found that most offered amnesty and many required students to complete at least 12

credits before applying. The counselors are in favor of a policy that requires students to first complete a successful semester. The proposed change was submitted to the IWC last year; IWC requested a rationale and data. As there is minimal data available, the proposed change is more of a philosophical one.

Committee members offered further variations on the theme, e.g., completion of more than 6 credits; exempt students in good standing. Todd and Margaret suggested that the rationale be concise and summarize the main points. Betsy questioned having a different policy for students in good standing; the policy should be consistent to avoid confusion on the part of students and faculty. Susan suggested that the best rationale is that the proposed policy would require students to meet with a counselor, thus ensuring some contact in which students could obtain guidance.

Betsy agreed to revise the rationale. Margaret made a motion that the revised document be sent to committee members for review and that it then be voted on via e-mail. Betsy seconded the motion. Discussion followed. Carmen raised the concern about financial aid which does not recognize amnesty. It was noted that the group decided on the policy change last year and that the rationale is what is on the table now, not the policy itself. The motion carried. Betsy, Margaret and Susan will work on a revised rationale.

## **#2 Course Add Policy/Procedure**

Debbie noted that this is procedure not policy. Currently the procedure for adding a class after the semester has begun is based on class meetings. If the class has met more than once, the student needs signatures from the instructor and department head; if the class has met more than 3 times, the student needs the signatures of the instructor, department head and dean. This applies to classes that meet 3 times, 2 times or once a week; it also applies to 10-week classes. As of the fall semester, the policy for online classes was changed to be in concert with face-to-face classes.

A question was raised about instructor prerogative; for example, a chemistry instructor might consider the first class critical for safety reasons. Debbie commented that this is an instructional rather than a logistical concern. Marline noted that some students wait for enrolled students to drop, hoping that they can register for the class. Susan suggested that a more consistent procedure would be one based on a week rather than a class meeting. For example, after the first week, students would need signatures from the instructor, department head and dean. This would apply to MWF classes, T/R classes, Saturday classes, and regional center classes. Diane asked how the policy was changed for online courses. Shouldn't it have gone through a committee? Gina suggested researching the difficulties for online and hybrid courses.

Debbie asked if the group wanted to change the practice now or wait to go through the official process to establish policy. Alison recommended not implementing a change without informing faculty. Perhaps they could be surveyed through MyCCP. Advisors should weigh in too. Diane noted that we should be clear about the times when students can get into a class without a signature and when they needed one. There was an overall

question about the rationale for allowing students to add classes after the semester began; a probable reason given was low enrollment.

The committee decided to work on a policy with a target implementation date in fall 2008. Alison, Ardencie and Diane agreed to initiate the work with a survey.

### **#3 Future Issues**

Alison raised the issue of consistency regarding the student code of conduct and appeals in relation to academics, i.e., plagiarism.

Ardencie distributed a message from Michael Akoto-Bamfo, President of the Student Government Association concerning access to services such as the library, computer labs, and learning labs by certain students, specifically evening students and students at the regional centers.

Another issue raised was the educational soundness of offering classes once a week at the regionals. Susan noted that a study had been done concerning this issue and there was no difference found in performance between students taking classes once a week versus twice a week.

Ardencie called for a motion to adjourn which was seconded by Diane and accepted by all. The meeting adjourned at 4:55 p.m.

The next meeting will be held on January 24<sup>th</sup> from 3:30-5:00 p.m. in the Counseling Conference Room, W2-3E.

Respectfully submitted,

Susan Tobia  
12/11/07