# Community College *of* Philadelphia

**MEETING MINUTES**
**The Standing Committee on Academic Affairs - Sub-Committee on Academic Support**
**March 26, 2009**
**3:30pm W2-3E Counseling Center Conference Room**
**Community College of Philadelphia**
**1700 Spring Garden Street Philadelphia, PA 19130**

Attendance: Members not present at meeting are crossed out.

| Administrative Appointees | | Federation Appointees | |
|---|---|---|---|
| Appointees | Alternates | Delegates | Alternates |
| ~~Bhavesh Bambhrolia~~ | ~~Marline Paramour~~ | Diane Freedman | Todd Jones |
| ~~Fran DiRosa~~ | ~~Susan Tobia~~ | Bettsy McCoubrey | Faith Watson |
| Sandra Gonzalez- Torres | | Alison Tasch | ~~Gina MacKenzie~~ |
| ~~Beatrice Jones~~ | | | ~~Carmen Serrano~~ |
| Student Appointees | | Guests Present | |
| Delegates | Alternates | | |
| Malika Rochester | Mark G. Thomas | | |
| ~~Marquita Buchnan~~ | William Lloyd | | |
| Nestor Serrano | | | |

I.    **Call to Order**
Bettsy called to order the regular meeting of the Standing Committee on Academic Affairs – Sub-Committee on Academic Support at 3:30pm.

**Approval of Minutes:**
**Amendments to February 26, 2009 meeting notes:**
It was noted that Nestor Serrano is now a Student Delegate and should not be listed as guest.  Please note that Todd Jones is a Faculty Alternate and should not be listed as Faculty Delegate.

Diane Freedman moved to vote on the minutes as amended.  Todd Jones seconded the motion.  Minutes were unanimously accepted.

II.    **New Business:**

**"MyCCP Tutorials for students"**
In response to an email, Susan Tobia emailed Chuck Herbert, Chair for the CIS Department.  The issue was the concern that many students are not familiar with MyCCP or where important information may be located within the portal system.

Chuck Herbert responded:  one of the reasons that the new General Education requirements (to begin fall 09) include Computer Literacy is because of this issue.  It was realized that many students lack basic computer skills and/or have difficulties with the MyCCP system.  All CIS 103 courses will now include a guide to the MyCCP system.

Several issues discussed:
*   CIS 103 has an English 101 ready pre-requisite and many CCP students begin in Developmental English.

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- The new Gen Eds will be required of students matriculating or changing their program for the fall of 2009. This means that students currently enrolled are not required to complete this new requirement.
- The College should instead offer a MyCCP tutorial during New Student Orientation. On the other hand, not all students are required to attend New Student Orientation.
- Lastly, it was recognized that (1) there are several MyCCP online tutorial sessions within the MyCCP Portal and that (2) the Office of Student Life has offered MyCCP tutorial workshops to assist students to learn about the services/information offered within MyCCP.

It is recommended that the Student Government Association contact David Watters, Assistant Dean of Students, to recommend that these last two options (online tutorials and workshops) be continued, that a MyCCP workshop be offered during New Student Orientation(s) and lastly that the MyCCP portal system be redesigned so that it is easier to maneuver.

III.    **Old Business:**

   **"Add/Drop/Withdraw Policy":**

   A copy of College Policy and Procedures # 13 "Revised Timetable for Completion of Registration and Drop/Add" was distributed. This was last revised on April 5, 1983!

   Of note is that this one page document describes many things but does not define a specific policy or actual procedures. The Add Policy was proposed and approved at our last meeting but a policy for the Drop and Withdraw process is missing.

   Discussion on:
   - At CCP, the terms "Drop" and "Withdraw" are used interchangeably even though these are technically two different functions.
   - It is understood (but not delineated anywhere) that a class that is "Dropped" within the refund period (or 20%) does not show up on a student's transcript where as a "Withdraw" shows up on the student's transcript as a "W".
   - To note, a drop vs. withdraw is determined by when the request to drop/withdraw is made (before or after the refund period, i.e.: 20% of term).
   - This means that it is important to make the policy and procedure clear and available to students, faculty advisors, etc. since dropping/withdrawing could affect a student's academic progress and/or financial aid.
   - There is an Excused Withdraw option for students (must be petitioned) but many students are not aware of this. This policy/procedure should be included here.

   Next steps and recommendations:
   - Policy and procedures at other institutions were mentioned throughout the discussion. It is recommended that the workgroup research the policy/procedures of area/appropriate institutions.

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- The Office of Student Records and Registration at CCP has working practice/guidelines.  It was recommended that the workgroup ask them for a copy of these guidelines and use them as a template for the new Drop/Withdraw policy and procedures.
- Finally, it was recommended that we make sure that the College catalog, student handbook and other materials be consistent in the information they print.  This of course is important but will only occur after the policy is updated.

**"Academic Honesty":**

Bettsy McCoubrey distributed a draft of a possible "Procedure for Handling and Reporting Academic Honesty" to begin discussion.

- Mark Thomas noted that Dr. Curtis mentioned academic honesty and ethics in his last President's Forum.  We are on the right track…
- The English Department has been working on this since 2003 (?) and has developed a departmental policy/procedure.  It was noted that as part of the process, they keep student files.
- It is important to develop a campus wide policy and procedure.  Issues mentioned include requiring that the Academic Honesty policy is noted in all faculty syllabi as it relates to each academic discipline.
- Malika Rochester voiced her concern that the policy must allow for a student's mistake.  This was supported by all.  It is hoped that by informing and educating students on all aspects of Academic Honesty (in all classes), students are less likely to make the mistakes we currently see.

Next steps:
It was recommended that Linda Fellag, Chair of the English Department be consulted for further assistance in this process.

Action Item:  The workgroup will meet and then report back at the next meeting.

**"Academic Standards and Progress Policy"**

Diane Freedman read a letter from Dr. Curtis regarding the Academic Standards and Progress Policy.  (Once approved by our subcommittee, the IWC discussed and approved this policy with changes.)

As noted in the letter, the President has approved and supports most of the policy.  He did not however approve the grade of "D" as a passing grade for the purposes of addressing academic probation requirements.

Members of this subcommittee supported this decision since this was one of the contentious issues discussed when the policy was brought to our attention.

IV.      **Adjournment:**

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Meeting adjourned at 5:10pm.

Minutes submitted by Sandra Gonzalez-Torres