

Community College *of* Philadelphia

MEETING MINUTES

The Standing Committee on Academic Affairs - Sub-Committee on Academic Support

December 17, 2009

3:30pm W2-3E Counseling Center Conference Room

Community College of Philadelphia

1700 Spring Garden Street Philadelphia, PA 19130

Attendance:

Administrative Appointees		Federation Appointees	
Appointees	Alternates	Delegates	Alternates
Bhavesh Bambhrolia	Sandra Hernandez-Mejia	Diane Freedman	Fred Dukes
Fran DiRosa	Yvonne King	Todd Jones	John Mangano
Sandra Gonzalez- Torres	Marge Niven	Betsy McCoubrey	Alison Tasch
Beatrice Jones	Marline Paramour	Faith Watson	Donald Weinberg
Student Appointees		Guests Present	
Delegates	Alternates		
Javaughn Pugh	Eugene O. Smith		
Tiffany Jenkins	Chante Moses		
Diana Hill			
Kevin Hatahell			

I. Call to Order

Diane Freedman called the meeting to order.

II. Approval of Minutes

Discussion on the November 2009 minutes led to some minor changes. Fran moved and Alison seconded the vote on the November minutes. The minutes with appropriate changes were unanimously approved.

III. Old Business:

Drop / Add Policy

Diane distributed (1) a final draft proposal of the "Timetable for Completion of Registration, Add, Drop and Withdrawal" policy and (2) the Rationale that will accompany the proposed policy.

Rationale: The committee began by reviewing the Rationale. Edits in wording were made. It was recommended that a sentence be added to explain that this policy had been under consideration for two years therefore many members of the College community have been a part of its development.

All agreed that the rationale explains the need for current practice to become official policy. Those committee members who are instructors mentioned instances when students' rosters were changed without faculty approval. Bea noted that while the new policy would help, instructors should call the Office of Student Records and Registration for assistance and to correct the situation.

Proposed Policy: Using feedback received at last the last meeting, Diane updated the proposed policy she distributed. At this meeting, the final draft of the policy was reviewed (paragraph by paragraph) for editing.

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Upon completion of edits, Faith moved to approve the rationale and policy as amended by the committee. Fran seconded. The motion was unanimously approved. The approved policy and rationale will now be sent to IWC for their next (January 2010) meeting.

Academic Honesty

Marge mentioned that this issue is being looked at by several different constituencies on campus. A few faculty members are interested in implementing electronic systems to assist with this but there are many legal issues and therefore this option is not available at this time.

There are however, plans to develop a campus-wide Academic Honesty policy (not just department by department).

Also noted/recommended is that whoever works on the Academic Honesty policy should also look at the Academic Appeals process since the procedure (listed in the Student Handbook) is currently very confusing for students (Academic Appeals and Student Appeals are different processes).

Academic Standards and Progress Policy

This was tabled until next meeting.

IV. New Business:

No new business.

V. Adjournment:

Meeting adjourned at 4:40pm