

Community College of Philadelphia

Academic Support Subcommittee

Meeting Minutes

September 26, 2013

Present:

Osvil Acosta-Morales, Todd Jones, Joan L. Bush, Carlos Diaz, Bonnie Harrington, Tarsha Walton, Cyndy Walls, Cindy Ngo, Nadia Mendez, Kimberlee Talkington, Juan Quintero, David E. Thomas, Kelly Connelly

I. Opening:

Todd Jones called meeting to order
Introductions and welcome to new members
Discussion of "Purpose of Committee"

II. Old Business:

Discussion of re-evaluation of Policy & Procedure #5 (Attendance, Withdrawals, and Grade Reporting) continued.

Bonnie Harrington reported that many of the concerns mentioned earlier about P&P #5 were addressed and dealt with by carrying out the full policy this semester.

III. New Business:

1. Election of Chair

- Motion: Cyndy Walls nominated Osvil Acosta Morales and Joan L. Bush serve as co-chairs to the subcommittee
- Bonnie and Cindy Ngo second the nomination
- Vote: Motion carried Unanimous

2. Osvil & Todd: Discussed importance of attendance and voting rules

3. P&P #7 (Credit by Examination) & #12 (Policy on Transfer Credit):

Joan - There is some over lap and there needs to be some changes made. The Deans have been working on this over the summer.

4. P&P #13 (Completion of Registration) : Policy Difficulties:

- Not enough time to drop & add
- By the time students find signatures, the seat is gone
- Instructors do not know if seat is still available when signing
- Student missing class time
- Suggestions:
 - Longer drop and add period
 - Less signatures and shorter drop & add period
 - Investigate what the policies are at other institutions

5. Tasks for next meeting:

- David will look at what other institutions are doing (investigate Dual Admissions Colleges)
- Kelly will investigate other institutions and their policies
- Joan will send out what the Deans are working on to everyone

6. Osvil: Next meeting October 24, 3:30