

Community College of Philadelphia

MEETING MINUTES

Work Group:	Academic Support Subcommittee
Meeting Date:	Thursday, November 19, 2015
Meeting Time:	The meeting was called to order at 3:36 p.m.
Attendees:	Bonnie Harrington, Kelly Connelly, Tarsha Walton, Gim Lim, Todd Jones, Carlos Diaz, Wendy Kohler, and Joan Bush
Facilitators:	Todd Jones
Guests:	Stephanie Scordia and Jason Hand
Location:	BG-07G
Topic:	Various Topics

Discussion Points

Review of Minutes

The minutes from the October 22, 2015 were reviewed by the committee.

A motion to accept the minutes was made by Kelly Connelly and was seconded by Tarsha Walton
All members voted yes to approve the minutes.

Old Business

1. Todd Jones introduced guests, Stephanie Scordia and Jason Hand, to the committee. They presented an addition to **P&P #6 - Determining Eligibility for Graduation and Issuance of Diploma.**
 - a. The addition states, “Students who have earned at least a bachelor’s degree from a United States, regionally accredited institution will be waived from English 101 and English 102; students will not earn credit for either of these courses unless a compatible course(s) is transferred into the College.”
 - b. It was proposed that the addition be inserted into P&P 6 at the end of the section entitled “Student and College Responsibility in Determining Eligibility for Graduation”.
 - c. It was proposed that the addition go into effect for January 1, 2016.

After discussion, a motion to accept the addition to P&P 6 was made by Joan Bush and was seconded by Kelly Connelly. All members voted yes to recommend the addition to the IWC.

2. Bonnie Harrington proposed an addition and changes to **P&P #6 - Determining Eligibility for Graduation and Issuance of Diploma.**
 - a. The addition would be to move the College's statement on student residency requirement to the section entitled "Student and College Responsibility in Determining Eligibility for Graduation" in the paragraph before the waiver statement for English 101 and 102 (as noted above).
 - b. The change moves the sentence, "students on active duty with the Armed Forces need to earn only 15 credits in residence for a degree" to the second sentence in this section.
 - c. The change corrects the term "Credit by Exam" to "Prior Learning Assessment".
 - d. The entire policy would now be in chronological order.
 - e. In paragraph one under "Graduation Ceremonies and Program Listings", a comma needs to be deleted after "as well as".

After discussion, a motion to accept the addition and changes to P&P 6 was made by Gim Lim and was seconded by Wendy Kohler. All members voted yes to recommend the additions to the IWC.

3. Bonnie Harrington proposed a deletion and changes to **P & P #12 – Policy on Transfer Credits.**
 - a. The deletion would be to remove the portion on student residency requirements (which was added to P&P 6, as noted above).
 - b. The changes are to reflect the College's new organizational titles throughout the policy.

After discussion, a motion to accept the addition and changes to P&P 12 was made by Carlos Diaz and was seconded by Kelly Connelly. All members voted yes to recommend the deletion and changes to the IWC.

4. Todd Jones reported that grammatical changes were made to **P&P #10 - Academic and Time Amnesty.** Todd reminded the committee that the revisions were never presented to the IWC. Todd will present the proposed changes at a future IWC meeting.

New Business

1. Todd Jones asked about the status of the **P&P #13, Completion of Registration.** Joan Bush stated that Dr. Hirsch has convened a sub-group of department heads who are working on possible revisions to this policy.
2. Todd Jones reminded the committee that Jocelyn Lewis (faculty alternate) will not be able to make any meetings of this committee this year and we are still looking for a replacement.

The meeting was adjourned at 4:21 p.m.

The next meeting will be held on December 16, 2015 at 3:30 p.m. in BG-07.