COMMUNITY COLLEGE OF PHILADELPHIA

MEETING MINUTES

Work Group:	Academic Support Subcommittee
Meeting Date:	Thursday, December 18, 2025
Meeting Time:	3:30 p.m.
Attendees:	
Facilitators:	Michael Krauslki and Michael Webber, Megan Barbano-Maxwell, Daniel Emdin, Nicole Duncan Kindard, Antonio Cobas, Darren Lipscomb, Ed
Guests:	N/A
Location:	Virtual – ZOOM
Topic:	The purpose of this meeting, in addition to conducting regular business, is to discuss feedback and next steps of the 2025-2026 policy review items.

Discussion Points

Call to order
The meeting was called to order at 3:31 by Michael Webber

Attendance
- Noted in the "Attendees" section above

Old Business
Discussion and next steps for the three memos under review (#10, 12 and 17).
- Memorandum #12 Policy on Transfer Credit has not yet been discussed with the Provost Council.
- Memorandum #17 Discontinuation of Degree and Academic Certificate Programs Policy- the committee is waiting to hear back from the Provost Council
- Memorandum #10 Academic and Time Amnesty:

Nicole Duncan-Kinard reported she met with Gail Chin-Pratt in counseling to better understand the process used to review and approval academic and time amnesty. Currently for both types of amnesty, once a request is initiated, counseling first approves, then VP of academic affairs and then the Office of Student Records & Registration. Below is a summary of Nicole's report out to the group:

Academic Amnesty- has always been with counseling because they are responsible for degree changes. Now academic advising also works with degree changes. Counseling handles readmits, probation and transfer. Academic Advising handles continuing and new students. Each area has a different approach and certain assumptions about what each area knows or understands. Counseling would like the VP approval step removed from the approval process for academic amnesty. Counseling indicated there can be a time lag resulting in students not receiving amnesty in sufficient time for them to be able to move into a new program.

Time Amnesty- To be eligible and to apply for time amnesty the following must be met:
-3 years need to have passed (example: Fall 21 to Fall 24)
-Student has have successfully completed 6 credits with a C or better
-Student is registered for another semester.

When all three above are met, the student then goes to counseling and puts in for time amnesty. Nicole shared it is a rigorous process which can be frustrating for students but is also necessary.

With both types of amnesty, final grades of D and F remain on transcript but not factored in GPA and the amnesty request denial rate is low/rare.

Danny Emdin and Katheryn Birster conducted a review of similar policies at regional institutions. Danny reported out to the committee and Katheryn shared their findings in an Excel document... They looked at 9 community colleges in PA and the region. They found most policies are integrated as one policy instead of 2 like CCP. Most serve as a one- time opportunity to reset academics. With "time away from institution", most required students to be full time with a C or better before they qualify. Policies were found to exclude D and F final grades from the GPA calculation.

Michael Webber asked about the number of requests for each type. Nicole stepped away and was unable to answer.

Next Steps: It was agreed that memo #10 should be re-written/re-phrased as a place to start. The current policy cannot be addressed properly as is. Michael Webber indicated that Katheryn should be involved but since she was not present, the task was not assigned. Michael Webber will discuss it with Katheryn. He did ask that Danny and Katheryn meet again to make some recommendations.

A quorum was not present.

New Business
- No new business

The meeting was adjourned at 3:50 p.m.

2025-2026 Delegates					
Appointees	**Alternates**	**Delegates**	**Alternates**	**Delegates**	**Alternatives**
Megan Barbano-Maxwell	Wendy Kohler	Kathryn Birster	Jean Byrd	Danny Emdin	Selena Ryland
Antonio Cobas	Brad Kovaleski	Tara Bruno	Kristen Miah	Zahraa AI Azzawi	Lila E. Thompson
Darren Lipscomb	Nicole Rayfield	Nicole A. Duncan-Kinard	Edward Parker	Celin Jose	Sharon Kibler
Michael Webber	Lisa Sanders	Michael Krasulski	Edward Poznek	Richard Bierman	Christina gheorghiu