

Community College *of* Philadelphia

MEETING MINUTES
The Standing Committee on Academic Affairs -
Sub-Committee on Academic Support
Nov 20, 2008
W2-3 3:30pm
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

| Delegates Present: | Alternates Present: | Guests Present: |
|--------------------------------|----------------------------|------------------------|
| Alison Tasch | Marline Paramour | |
| Fran DiRosa | Susan Tobia | |
| Sandra Gonzalez- Torres | Carmen Serrano | |
| Diane Freedman | Faith Watson | |
| Betsy McCoubrey | | |
| Bhavesh Bambhrolia | | |
| Malika Rochester | | |
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I. Call to Order

Minutes, agenda, and faculty survey related to Add Policy was handed out.

II. Approval of Minutes

Approval of minutes was put on hold pending amendments.

III. Old Business: Add Policy

Discussion:

Diane provided a short summary of the past work that was done related to the Add Policy recommendation. Investigation was started last year into whether or not an Add Policy is needed. Diane discussed the survey that was administered to the faculty. During this meeting, the Group discussed the free-form comments that were provided by the faculty. Faculty suggested that no students be allowed to add after the first week of class. Other faculty suggested that adding a class late will depend on the specific circumstances.

Point of clarification- "Add" refers to students who enroll in the section for the first time. This is different the reinstatement due to drop for non-payment or other circumstance.

The Group discussed the current procedure on adding courses after the part of term starts. This procedure is found in the course catalog on page 17.

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Fran came back in briefly and brought up the issue/question as to whether standing committees have the authority to propose policy or whether others (from outside) the committee must bring us the policy for approval.

Brief discussion: some thought that policy proposals can come to the committee from anywhere (including committee members) while others believe that the committee time should not be spent on developing/creating/proposing policy.

This is not a new issue and clarification must be requested.

Action Item:

Diane, Susan, and Bhavesh meet to discuss Add Policy or Procedure requirements.

Sandra and Bettsy will contact Pam Gallimore, the College's Governance officer regarding the Committee's ability to propose policy.

IV. New Business: Allowing Visitors to Stay During Voting.

Discussion:

Alison recommended we read the Sub-Committee on Curriculum who recently voted to allow visitors to remain when the committee votes on their proposal. Some committee members would like others to consider not allowing visitors to remain when voting is conducted. No decision was made. This issue was tabled until the next meeting.

Action Item:

Note, the December meeting was canceled due to expected low attendance. Bettsy and Sandra will conduct approval of October and November minutes via email.

Meeting adjourned at approx 5pm.