

Community College *of* Philadelphia

MEETING MINUTES

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

October 22, 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	Sherie Ernst
Fran DiRosa	Yvonne King	Todd Jones	John Mangano
Sandra Gonzalez-Torres	Marge Niven	Betsy McCoubrey	Donald Weinberg
Beatrice Jones	Marline Paramour	Faith Watson	
Student Appointees		Guests Present	
Delegates	Alternates	Antoinette Prince (student)	
Javaughn Pugh	Eugene O. Smith		
Tiffany Jenkins	Chante Moses		
Diana Hill			
Kevin Hatahell			

I. Call to Order

Betsy McCoubrey called the meeting to order, and Faith Watson volunteered to stand in as Secretary for the day. We introduced each other and acknowledged Diane and Betsy as co-chairs of the committee for this year.

II. Approval of Minutes

Because the May minutes' addendum is still incomplete, we held off on the vote for those minutes. Faith moved that September 2009 minutes be approved. Unanimously they were approved.

Diane set the tone of this year's committee by urging members and alternates to come to meetings because we have things that have been pending for years and need to get to the IWC.

III. Old Business:

Academic Honesty

Betsy reminded us that the plagiarism policy has not been changed since 1982, and last year Todd Jones, Betsy McCoubrey and a student made up the workgroup that drafted the rationale for the plagiarism policy. Linda Fellag in the English Department said that they had gone as far as possible with a policy, but other departments do not even have one. Betsy then shared the draft of the May, 2009 meeting's definitions. The issues to be addressed with respect to plagiarism policy are the rationale, definitions, procedures, sanctions and the appeals procedures.

Don Weinberg asked about electronic cheating, and Betsy told him it will be dealt with in the committee for definitions; the workgroup is made up of Betsy, Marge and Todd and Faith. Weinberg asked if we want to "conflate plagiarism and cheating." He says the English department just worries about plagiarism, and he claims that cheating means you are out of the course. Fran suggested that we can make clear that there is a form of honest plagiarism

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(unintentional) and another is dishonest plagiarism. Marge suggests we be as specific as possible.

Fran said that the college does not have a policy that students are out of a class as soon as they cheat. She wondered if our policy will specify the ramifications for cheating. Betsy says some professors are so specific there are no questions, but we have to have leeway for individual teachers. Don said he makes his policy so strict but wonders about the discrepancy between his policies and other colleagues'. Betsy suggested that we begin with definitions because there are many subtleties.

We can ask Biology department if they are interested or have a policy. Fran wants to join with respect to disability policies. Bhavesh raised the issue of foreign students who want to use translators. Don claimed that if we define carefully plagiarism, there is no problem with use of dictionaries and translators. Betsy suggested we talk to people in ESL.

Bhavesh is interested in whether "procedures" will be done by hand or electronically, wondering who will keep the documents, whether it will be part of a student's permanent record and how the information will go to Records and Registration. Betsy assured him we would address those issues next time, suggesting that other colleges have ways of expunging, which we need to consider if we are serious about a policy.

Drop / Add Policy

Diane Freedman began with the definition of "part of term," and Bhavesh tried again to explain and define the term for us, saying that it is not the number of weeks a course runs. Diane suggested a little chart would help, giving exactly what date 20% of a 15 and a 10 week course would be. Bhavesh said that those dates are already on MyCCP; Diane said that date is critical and still a mystery. Sandra H.M. said that in Registration it is important, and they know about it. Betsy asked if the last date for withdrawal is also online. Bhavesh assured us that it was all online.

Diane thought a chart on the policy would be best. Bhavesh said there is a mathematical formula for determining the deadline. Diane was concerned that we continue to add new "Part of Terms" all the time so that the 20% mark is critical for the Drop policy. After that date, students are docked with respect to making progress. Bhavesh was not sure about how to put in a chart. Diane urged that a Part of Term chart that identified the 20% mark for 15 and 10 week courses.

Fran said we needed to make the distinction between Drop and Withdraw. Don said that students were "unable" to read the catalog and that we should have FAQs. Bhavesh said it was all on the schedule. Antoinette said she'd had a stroke and was placed on Academic Probation. It needs to be clearly defined, and FAQs would help. Diane told her that a medical withdrawal would have taken care of it. Antoinette said she had done that but was told that it may or may not be accepted. Bhavesh said that the policy says this because we get inundated with

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challenges to medical withdrawals. Betsy asked if counselor got her off probation, and Sandra H.M. said they only take students off at the end of the year. The government doesn't look at the medical leave; student moves from medical leave to withdrawal. Bhavesh said that we have a procedure – “due to extenuating circumstances” – by which teachers could have gotten her dropped from classes.

Betsy asked when students withdraw and get an F. Bhavesh said it is all in the catalog and online. Betsy asked for dates. Fran said that once everything is clear, Freshman Orientation can supplement and reinforce policy. Students don't know the language and ramifications. Don warned that somebody will take the college to court on “informed consent” and the burden of proof is on the institution. Bhavesh said that we try to make it all work, and Fran told him he and his department were doing great; we all need to take it on, and if we are all clear, we can reinforce the policies so that students understand. Bhavesh told her it was all in the catalog and asked what more we wanted. Diane said she wants the dates for the 20% mark. Don said that the sub-committee could ask students what they don't understand. Bhavesh said they tried it. FAQs were published but language was not right, so someone changed it, to which Don added that it probably had to be legally safe. Bhavesh had class and had to leave at 4:45.

Betsy urged that we just be able to put the policy in clear terms. Bhavesh said that if we put it in a table, people will come up with the wrong dates. Fran said we just need a clear way of making the 20% mark understandable. Sandra H.M. said that students have to decide whether they get the financial aid money or the grade. Antoinette said that there are teachers who say that if you are not doing well in a course, you should drop it. Sandra H.M. said students care about the money, not the grade, but then they won't be able to get financial aid again. Don suggested an audit grade, but Fran said financial aid won't pay. Diane said that an audit has to be set up in the first two weeks and asked the difference between students' withdrawing and teachers' doing it. Sandra H.M. said no, that if students drop a class, there are no financial repercussions. If they drop after the 20% mark of the “part of term,” they don't have to pay. Sandra H.M. said students will get a % of the money back, but not if a teacher drops them.

Don said that an MP is full paid for by the federal government, and Fran said the government gives no money for MPs unless in developmental courses. Sandra H.M. said the “illegal repeat” policy had been dropped, and students can use up all their remedial credits. After 90 credits we give no more financial aid. Don suggested we allow 2 MPs for students in their lives at CCP. Diane acknowledged that was not within our purview. Marge said that whoever is responsible in a unit needs to communicate the policy.

Diane wondered if students drop after the 20% mark, they receive a W, when does that become an F? Betsy suggested we include the actual deadline in the syllabi. Fran said the payment match dates differ for different “parts of term.” Diane said that we cannot control this; when it gets to X% of the term, a student gets an F. Sandra H.M. will look it up, but Fran said it changes every week. Diane will bring another revision for the next meeting.

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IV. **New Business:**

Fran said she spoke to Sharon about the D grade; even though it is not considered a successful grade (per President Curtis), we should revisit the policy on MP, which is not okay after 3 attempts at passing a course. Diane wondered if the proposal Sam Hirsch brought the committee last year was rejected by President Curtis. Betsy asked Fran to look at it and bring it back to us. Fran said we had recommended the policy, and then the president revised the D as a successful grade. Now the committee can look at the MP grade.

V. **Adjournment:**

Meeting adjourned at 5pm