

# Community College *of* Philadelphia

## MEETING MINUTES

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

November, 19, 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         | <del>Sandra Hernandez-Mejia</del> | Diane Freedman             | Fred Dukes                 |
| Fran DiRosa                | <del>Yvonne King</del>            | <del>Todd Jones</del>      | <del>John Mangano</del>    |
| Sandra Gonzalez- Torres    | <del>Marge Niven</del>            | <del>Betsy McCoubrey</del> | <del>Alison Tasch</del>    |
| Beatrice Jones             | <del>Marline Paramour</del>       | Faith Watson               | <del>Donald Weinberg</del> |
| Student Appointees         |                                   | Guests Present             |                            |
| Delegates                  | Alternates                        |                            |                            |
| <del>Javaughn Pugh</del>   | <del>Eugene O. Smith</del>        |                            |                            |
| <del>Tiffany Jenkins</del> | <del>Chante Moses</del>           |                            |                            |
| <del>Diana Hill</del>      |                                   |                            |                            |
| <del>Kevin Hatahell</del>  |                                   |                            |                            |

### I. Call to Order

Diane Freedman called the meeting to order. Due to some resignations, two new Alternates have been appointed by the Federation (Fred Dukes and Alison Tasch); Fred was in attendance and he was introduced to everyone.

### II. Approval of Minutes

After a quorum was reached, Faith moved and Bea seconded the voting of the May 2009 minutes. These were unanimously approved.

Discussion on the October 2009 minutes led to some minor changes. Fran moved and Bea seconded the vote on the October minutes. The minutes with appropriate changes were unanimously approved.

Note: while changes will not be made to the October 2009 minutes, Bea wanted to mention that some information (as discussed) in last month's meeting pertaining to how students may be affected if they drop courses was not accurate. Clarification will be reflected in this month's minutes.

### III. Old Business:

#### Academic Honesty

Betsy was not in attendance. While it was believed that Marge and Todd have met on this issue, neither was in attendance and this issue was tabled until next meeting.

#### Academic Standards and Progress Policy

Introduced at the October meeting, Fran had said that 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. She must still follow up on this issue and thus the issue was tabled until next meeting.

# Community College *of* Philadelphia

## MEETING MINUTES

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

November, 19, 2009

3:30pm W2-3E Counseling Center Conference Room

Community College of Philadelphia

1700 Spring Garden Street Philadelphia, PA 19130

### **Drop / Add Policy**

After two years of working on this policy, Diane wants to try to finish this ASAP. She refreshed the committee on the status of updating this policy: (Last revised in 1983), College Policies and Procedures Memorandum No. 13: "Revised Timetable for Completion of Registration and Drop/Add."

At the time, the committee had started by reviewing and updating the Add policy. These changes were voted on and approved by the committee last year. Then given the updates on the Add policy, the committee recommended that the Drop policy be updated which led to further recommendations on updating the Withdraw policy. Ultimately, College Policy No. 13 will now be updated to reflect the many college changes since 1983. Diane handed copies of College Policy No. 13 and of the proposed Add/Drop/Withdraw policy.

Committee reviewed the draft wording Diane had developed with her workgroup for the updated Add/Drop/Withdraw policy. Discussion began with the definition of "part of term" (POT): "defined as the length of a course – the number of weeks a course runs. The POT can run within a major term – fall, spring or summer, or can overlap them." This definition was clarified and accepted by the members with changes; a footnote with this definition will be included as part of the policy.

Bea then mentioned that in last month's minutes, a student's (financial) consequences to dropping and/or withdrawing from a course was not clear. First, if a student drops the course or semester before 20% of the semester, the financial consequences are different than if the student withdraws from the course or semester after the 20% mark (or even at other designated times ie: 50%, etc.)

This then led to further discussion about the difference between "dropping" and "withdrawing". It is important that even within our own committee, we begin to clarify the difference between these two words (ie: by updating this policy the committee is also trying to change campus culture and begin to distinguish between a student "dropping" or "withdrawing" as one of a change in roster BEFORE or AFTER the 20% mark).

This then led to a question as to whether a chart with the different percentages during the different POT's was needed (this was discussed much at last month's meeting). It was agreed that the actual policy did not need to include this much detail and that in practice the deadlines published by the Office of Student Records and Registration in the Student Handbook, Course Listing Book, etc. would suffice. All agreed that what's important is that the campus community be aware of the published deadlines and be able to communicate this correctly.

All members agreed that the wording drafted for the Add/Drop/Withdraw policy was good. The committee then moved on to the actual 1983 version of College Policy No. 13: The next step is for the workgroup to modify the wording of this document and develop a rationale for

# Community College *of* Philadelphia

## MEETING MINUTES

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

November, 19, 2009

3:30pm W2-3E Counseling Center Conference Room

Community College of Philadelphia

1700 Spring Garden Street Philadelphia, PA 19130

modifying the policy. Changes and recommendations were made. A final version of this will be voted on by our committee and then submit to the IWC.

**IV. New Business:**

No new business.

**V. Adjournment:**

Meeting adjourned at 5pm