

Community College *of* Philadelphia

AGENDA
Institution-Wide Committee
Monday,
September 26, 2022
2:30 pm

Klein Cube, P2-3
&
Zoom

- I. Call to Order**
- II. Attendance**
- III. Approval of Minutes**
 - a. Minutes of June 6, 2022**
- IV. Old Business**
- V. New Business**
 - a. Select IWC Chair**
 - b. IWC Topics for 2022-23**
- VI. Information**
- VII. Adjournment**

Institution Wide Committee

Monday June 6, 2022 1:00pm

Zoom Meeting

I. Call to Order - The meeting was called to order at 1:10 p.m. p.m. by Sam Hirsch and Sean Sauer.

II. Attendance

Federation Voting Delegates: Sean Sauer (Co-Chair); *Federation Alternates Voting:* Cynthia Paul; Raquel Brickhouse (joined during the discussion of the Academic Integrity Policy)

Administration Voting Delegates: Sam Hirsch (Co-chair), Carol de Fries (Secretary), Dave Thomas; *Administration Voting Alternate:* Vijay Sonty; *Administration Alternates:* Vishal Shah, Leila Lawrence

Student Voting Delegate: No Students Present

Guests: Beth Hicks, Karen Rege, Nikki Sarpolis

III. Approval of minutes – The minutes from Monday, March 28, 2022 meeting were presented and approved unanimously.

IV. Old Business – No items were discussed.

V. New Business – Sam Hirsch introduced the first of two policies for the IWC to consider.

a. Memorandum No. 14 Standards for Distance Education Courses

A policy was presented to the IWC as recommended by the Technology Coordinating Committee (TCC). The new memorandum was presented by Beth Hicks from the College's Information Technology Department and Co-Chair of the College's Technology Coordinating Committee. Karen Rege, Dean, Online Learning and Media Services and a member of the TCC was also present to discuss the new memorandum. The policy was issued in November 29, 2001 and the TCC Committee reviewed to bring the document into line with current practices at the College.

Beth Hicks highlighted the major changes, which included more information and clarification around support for students and faculty; the policy includes a definition for hybrid courses largely indicating that it includes 50% face to face on campus and 50% online. Dr. Paul requested information about the requirement to post course syllabus to a website and to which site we were referring; Karen Rege mentioned that Amy Birge kept a curriculum website where syllabi were posted and this would be kept there as the primary repository; It was also requested that faculty be given some training regarding the Office of Online Learning *Quality Matters Higher Education Rubric* and Karen Rege noted that this was in the works. There was also discussion about use of the term "Fully online" with some members noting that some online classes would require in person testing. It was agreed that we should highlight the part of the policy where that may be a requirement; It was suggested that the term "Fully" be removed, and we use the terms that are cleanest. Karen Rege noted the changes and she and Beth Hicks will make the changes.

Sean Sauer made a motion to recommend the policy move forward as presented; Dave Thomas seconded the motion. There was no opposition and no abstentions. The new policy as presented with minor adjustments to be made by Beth Hicks and Karen Rege was recommended by all present voting members of the IWC to move forward to the President.

b. Academic Integrity Policy

This policy was presented to IWC at the March meeting and several suggestions were made by IWC for the Student Affairs Committee to address with additional revisions. The revised policy was brought back to IWC by the Student Affairs Committee and presented by Nikki Sarpolis who sits on the Committee. She indicated that the Committee looked at all the issues IWC raised and made corrections to address the recommendations and suggestions. The newly revised policy balances student rights, as well as faculty rights.

Additional comments from IWC during today's meeting included that the policy be revised under the Student Rights section to add that Students have the right to appeal a grade at any time. It was also agreed that we need to specify who is the Judicial Affairs Officer in the policy as the Dean of Students or their designee.

Cynthia Paul asked if faculty could be provided with a few sentences to include in syllabi to refer students to this policy and student handbook. Sam Hirsch noted this was happening and would be added to several other key pieces of information that faculty are strongly encouraged to include on their syllabi.

Nikki Sarpolis indicated that she believes the Committee will accept the adjustments IWC made in today's meeting.

Carol de Fries made a motion to recommend the policy move forward as presented; Sean Sauer seconded the motion. There was no opposition and no abstentions. The new policy, with minor adjustments as discussed today, was recommended by all present voting members of the IWC to move forward to the President.

VI. Information – Sam Hirsch requested an expedited process for the Memorandum No. 14 and for the Academic Integrity Policy so that these new policies can be forwarded to the President for approval along with the minutes and adjusted changes. He indicated that based on the fact that these are important policies relevant to activity in the Fall, he did not want to wait until our next meeting in September to have the minutes approved and then forwarded to the President. All members agreed to the expedited process. Sam Hirsch also noted that with the 3-28-22 minutes approved, the Authentication in Distance Education Policy will also be forwarded to the President for his approval.

Finally, it was noted that this was the last IWC meeting for Sam Hirsch as he retires from the College this Summer. The Committee thanked Dr. Hirsch for his work over many years on the IWC and especially this last year as co-chair. Dr. Hirsch thanked all Committee members for their hard work over the last year, and for their kind comments. He will also make sure that Richard Kopp gets student appointments to our committees earlier in the coming year. Co-Chairs and Officers will be determined at the Fall meeting.

VII. Adjournment – The meeting was adjourned at 4:00 p.m.

Community College *of* Philadelphia

SIGN-IN SHEET

Institution-Wide Committee

Monday, June 6, 2022

1:00 p.m.

Meeting on Zoom Platform

NAME PRINT	SIGNATURE PLEASE
1. Sean Sauer, Federation	Present Via Zoom Voting
2. Dr. Cynthia Paul, Federation (A)_	Present Via Zoom as alternate (voting alternate all issues)
3. Raquel Wheelings, Federation (A)	Present Via Zoom as alternate (voting alternate on Academic Integrity Policy)
4. Karima Bouchenafa, Federation	Not Present
5. Stan Walling, Federation	Not Present
6. Jacqueline Bryant, Federation	Not Present
7. Elisa King, Federation (A)	Not Present
8. Samuel Hirsch, Administration, Co-Chair	Present Via Zoom, Voting
9. Carol de Fries, Administration, Secretary	Present via Zoom, Voting
10. Dave Thomas, Administration	Present via Zoom, Voting
11. Leila Lawrence, Administration (A)	Present via Zoom as alternate
12. Vijay Sonty, Administration (A)	Present via Zoom as alternate, Voting
13. Vishal Shah, Administration (A)	Present via Zoom as alternate
14. Jacob Eapen, Administration	Not present
15. Lisa Hutcherson, Administration (A)	Not present
16.	
17. Ahmad Mitchell, Student Representative	Not present
18. Jawaad Benson, Student Representative (A)	Not present
19. Justice Passe, Student Representative (A)	Not Present
20. Beth Hicks, Karen Rege, Nikki Sarpolis	Guests

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Administration Voting Representatives: Sam Hirsch, Carol de Fries, Dave Thomas

Administration Voting Alternate: Vijay Sonty

Administration Alternates: Leila Lawrence, Vishal Shah

Federation Voting Representatives: Sean Sauer

Federation Voting Alternates: Dr. Cynthia Paul, Raquel Brickhouse (arrived after Memorandum No. 14 Standards was voted on; Raquel voted on Academic Integrity Policy)

Student Voting Representative: N/A

Guests: Beth Hicks, Karen Rege, Nikki Sarpolis