

# Community College *of* Philadelphia

## OFFICE OF ACADEMIC AFFAIRS MEMORANDUM

**TO:** IWC Members and Alternates  
Tom Hawk            Chuck Herbert  
Jane Grosset        Richard Keiser  
Sam Hirsch           Bridget McFadden  
Beatrice Jones      Garry Mullen  
Sharon Thompson   Pascal Scoles  
James Cochran      Student Government

**FROM:** Judith Gay  
**DATE:** February 18, 2008  
**SUBJECT:** Institution-Wide Committee Meeting

There will be a meeting of the IWC on **Monday, February 25, 2008** at **2:00 p.m.** The meeting will be held in the **Isadore A. Shrager Boardroom, M2-1.** An agenda and the supporting materials are attached. If you have any questions, please call Karin Boykin at extension 8351.

JG:kb  
Attachments  
c: Mr. Pete Watkins  
Dr. Tim Sullivan

---

### OFFICE OF ACADEMIC AFFAIRS

1700 Spring Garden Street, Philadelphia, PA 19130-3991 · 215-751-8351 · (Fax) 215-496-6188 · <http://www.ccp.edu>

**Institution-Wide Committee  
Meeting**

**Monday, February 25, 2008  
2:00pm  
I.A.S. Boardroom, M2-1**

**AGENDA**

- 1. Review and Approval of Minutes of January 28, 2008**
- 2. Proposal for Medical Assisting and Office Management Program Revision** (Processed through the Academic Subcommittee on Curriculum.)
- 3. Proposal for a Revision to the Health Services Management Program** (Processed through the Academic Subcommittee on Curriculum.)
- 4. New Business**
- 5. Old Business**