

Community College *of* Philadelphia

AGENDA
Institution-Wide Committee
Monday, December 17, 2012
2:30 p.m.
I.A.S. Boardroom, M2-1

- I. Call to Order**
- II. Attendance**
- III. Approval of Minutes**
 - (a) November 26, 2012
- IV. Old Business**
- V. New Business**
 - (a) Proposal for revision to Policies and Procedures Number 151
(Submitted by the Business Affairs Committee)
- VI. Adjournment**

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday November 26, 2012
2:30 p.m.
Isadore A. Shrager Boardroom
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

I. Call to Order

The meeting was called to order by Pascal Scoles.

II. Attendance

Delegates

Faculty: Ed Baker, Pascal Scoles

Administration: Judith Gay, Samuel Hirsch, Sharon Thompson

Students: Sharron Cooks, Akela Mitchell, Charles Phy, Sr.

Alternates

Faculty: John Braxton (voting)

Administration: Mary Anne Celenza (voting)

Students: Alaine McDaniels, Louise Whitaker (voting)

Guests Present

Jody Bauer, Heidi Braunschweig

III. Approval of Minutes

The minutes of October 22, 2012 were approved.

IV. Old Business

None

V. New Business

- (a) Proposal for Revision to Policies and Procedures Number 14 (Submitted by the Technology Coordinating Committee)

Heidi Braunschweig stated that the Technology Coordinating Committee (TCC) had a subgroup that worked on the proposed revision. There was a question about what the specific changes are since they were not clearly identified in the proposal. Jody Bauer stated that the changes relate to the roles of the department head and the Distance Education Office and how the College is supporting distance education.

Numerous concerns were raised, including:

- Some of the terminology is not current (e.g. learning goals vs. student learning outcomes)
- Some of the changes seem to be significant shifts in practice
- It is not clear in the document that syllabi and other instructional materials must be on the College LMS.
- Some of the terminology is too vague (e.g. use of the word adequate)
- There may be licensing issues with some of the proposed procedures
- Some of the language seems inconsistent with the contract and/or practice

There was also a concern about including guidelines in a policy document. Jody Bauer stated that the proposal was an addition to the current policy vs. guidelines. She also said the guidelines need to be stated more clearly. Some members of the IWC stated that the policy should be broad and that guidelines should assist in implementation of the policy. Jody Bauer and Heidi Braunsweig said the members of the TCC believe the policy needs to be more specific.

There was a recommendation that any revision to the policy be presented first to the department heads and deans since they have a role in implementation and are mentioned in the policy.

There was a discussion about next steps. Jody Bauer agreed to take the comments from the IWC back to the TCC for consideration.

Action Item: Recommend sending the proposal back to the Technology Coordinating Committee with the major questions and comments from the IWC and to present any revision to the department heads and deans (Braxton/Baker). Motion approved unanimously.

VI. Adjournment

The meeting was adjourned at 3:12 p.m.

COLLEGE POLICIES AND PROCEDURES MEMORANDUM NO. 151

SMOKE-FREE BUILDINGS POLICY

Revised: October 20, 2008

Original Number: 34
Original Date of Issue: April 30, 1970

Reissued: 34A - January 16, 1984
34B - May 17, 1993

Smoking is, without exception, prohibited in any College building or facility. This includes all office and any previously designated smoking areas inside any campus building.

Anyone who wishes to smoke must do so outside of College buildings and facilities. Smoking is prohibited within twenty-five (25) ~~twenty (20)~~ feet of any entrance, exit, or loading dock or as posted otherwise. Smoking is also prohibited on adjacent stairways, ramps, or landings leading to any entrance, exit, or loading dock.