

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday, December 16, 2013
2:30 p.m.
Isadore A. Shrager Boardroom

I. Call to Order

The meeting was called to order by Pascal Scoles.

II. Attendance

Delegates

Faculty: Bridget McFadden, Pascal Scoles

Administration: Mary Anne Celenza, Tom Hawk, Samuel Hirsch, Sharon Thompson

Students: Oscar Betancourt, Luigi Cavanna, Jason Mays, Aneury Rodriguez

Alternates

Faculty: John Braxton (voting)

Administration: Ron Jackson

Guests Present

Osvil Acosta-Morales

III. Approval of Minutes

The minutes of October 28, 2013 were approved unanimously. (Hawk/Hirsch)

IV. Old Business

(a) Code of Conduct – Academic Integrity Revision

Osvil Acosta-Morales and Ronald Jackson presented the revision. This item had been previously considered by the IWC. The Sub-Committee on Support reviewed and approved the latest revision now before the IWC. In the section on Academic Authority, item (b) has been revised to have student members appointed by the Student Government Association and faculty members appointed by the Faculty Federation, in consultation with the Vice President for Academic Affairs. This is consistent with the appointment structure for other college committees. The second change was in the section on Reporting. The language has been changed from “faculty must . . . exercise due diligence” to “Faculty are responsible for.” The language referring to faculty judgment about suspected violation of academic integrity was moved to this section. Discussion ensued on the difference between faculty responsibility in the classroom and violations of the Code of Conduct which result in institutional sanctions. A question was raised about how the Academic Integrity Hearing Committee will decide upon sanctions. Ron Jackson explained that it is scalable. The first step would be to review the syllabus for the course. Multiple violations can trigger

additional sanctions. In the section on Reporting, a suggestion was made to eliminate the word “actually” when describing the reporting of violations. Further questions arose about whether faculty had the responsibility to report incidents that after investigation, they did not consider to be a violation of academic integrity. Ron Jackson also clarified what information is provided to other colleges about student disciplinary matters. Specific details are not provided.

Motion: To approve the revised Code of Conduct- Academic Integrity with the minor change to remove the word “actually.” (Hawk/Hirsch).

The motion carried unanimously.

(b) College Policy and Procedures Memorandum No. 7

Osvil Acosta-Morales presented the revised policy. This item also was forwarded by the Sub- Committee on Support. The main thrust of the revision is to remove items that are tangential to the credit by exam process, e.g. information related to transfer or the residency policy (see items 4 and 8). This change updates the policy to reflect current practice as well. The policy does not apply to proficiency certificates. The last paragraph in the current policy was deleted because it described processes that are handled at the departmental level and could be open to change. The last sentence had once again referred to residency which is covered in another College policy. Discussion ensued on the first item in the policy- whether a student had to be enrolled to receive credit by exam. The rationale was to prevent students from transcribing credits who never actually attended. This question will receive further consideration but will remain in the policy since a change to this section was not proposed by the Sub-Committee.

Motion: To approve the revisions to College Policy and Procedures Memorandum No. 7. (Celenza/Braxton)

The motion carried unanimously.

V. New Business

(a) College Policy and Procedures No 10 - Academic and Time Amnesty

Osvil Acosta-Morales presented the proposed revisions to Policy and Procedures No. 10. The IWC agreed to consider this item even though it was sent to committee members less than one week before the meeting. This item also was forwarded by the Sub- Committee on Support. The changes in this item are to make it clear that a student can not receive time amnesty or academic amnesty after he/she has been awarded a degree or academic certificate. The related GPA earned will not be revised for that period of time. The degree is a legal document which represents an earned credential based on grades earned in courses at that time. It was pointed out the policy was meant to address the needs of current students who wish to receive amnesty for courses and/or GPA's because time has

passed or they are switching majors. Dr. Hirsch clarified that a student's GPA does change as they take additional courses even after earning a degree.

Motion: To approve the revisions to College Policy and Procedures Memorandum No. 10. (Thompson/Hirsch)

The motion carried unanimously.

(b) Time Amnesty Form Revision

This form was presented to the committee for their information and reflects changes in policy described above.

(c) The Committee acknowledged that Tom Hawk was retiring and this was the last meeting he would be attending. The committee thanked Tom for his many years of service.

VI. Adjournment

The meeting was adjourned at 3:30 PM.