

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday, January 27, 2014
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: Ed Baker, Sue Ellen Liebman, Bridget McFadden, Pascal Scoles
Administration: Mary Anne Celenza, Samuel Hirsch, Sharon Thompson
Students: Oscar Betancourt, Luigi Cavanna, Jason Mays

Alternates

Administration: Jody Bauer (voting), Joan Bush

Guests Present

Steve Jones

III. Approval of Minutes

There was an error in the minutes of December 16, 2013, under section IV a. The third line should read “The Student Affairs Support Committee reviewed The minutes of December 16, 2013 were approved (as corrected) unanimously. (Hirsch/McFadden)

IV. Old Business

- (a) Rationale for Revision to Policies and Procedures No. 14
- (b) P&P 14 Revisions – 5-15-13 changes
- (c) P&P 14 Revisions – 5/15/13 changed

The above three items were considered together. Steve Jones explained that the document was presented in this fashion for clarity. Jones is representing the TCC. The Rationale document has also been reviewed by the Department Heads. P&P 14 has not been revised since 2009. Given the rapid speed of changes in technology, policies in this area need to be flexible and to keep pace with these changes. In 2010 the TCC appointed a sub-committee to consider revisions.

The Office of Distance Education had promulgated guidelines to address course conversion, the approval process and other standards for quality. The revised P&P 14 incorporates many of these items and is the result of a collaborative effort among faculty and administration. Steve Jones described the major changes in the document. The new policy now includes a definition of a “distance education”

course and differentiates between fully on line and hybrid. The percentage of onsite courses using Canvas also continues to increase.

Steve Jones reviewed the section on assessment and on the public syllabus. We will be making more of a commitment to posting syllabi going forward. A question was raised about the requirement to post a statement related to accessibility on one's syllabus and how accommodations were being handled. Joan Bush described the College's ADA policies and explained that we are developing a comprehensive plan to address these issues. Right now issues are being handled on an individual basis. The Center on Disability will try to alert faculty in advance if a student will need a digital accommodation. Discussion ensued on issues related to posting the public syllabi and where they will reside. Sam Hirsch suggested that the word "current" be inserted into the sentence about the public syllabus needing to be consistent. It was agreed that we need to be clear who posts the public syllabus and assures its currency.

Sam Hirsch noted that in the next iteration of P&P 14, we may need to more clearly define the percentage of time spent on line and on site for each course, as it may be a requirement for financial aid purposes. Currently faculty work with the Office of Distance Education and their department head to determine the percentages. The overwhelming majority are 50%. Concerns were also raised about the ease of registering for on line courses and whether it is clear to students. Sharon Thompson mentioned that the name of the Office of Distance Education may change to the Office of On Line Learning and that references to distance education will then change to on line learning. It was agreed that once this happens, the Policy can be reviewed and amended to reflect the current language.

Motion: To approve the revisions to Policy and Procedures 14 as amended, to include the word "current" to describe posted syllabi. (Hirsch/Mays)
The motion carried unanimously.

V. New Business

None

VI. Adjournment

The meeting was adjourned at 3:17 PM.