

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday, October 26, 2015
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: Sue Ellen Liebman, Eric Massenburg, Bridget McFadden, Pascal Scoles

Administration: Mary Anne Celenza, Judith Gay

Students: Nadia Mendez, Shayla Roberson

Alternates

Administration: Sharon Thompson (voting)

Guests Present

Osvil Acosta-Morales

III. Approval of Minutes

Motion: Approve the minutes as corrected (Moved: Judith Gay; Seconded: Bridget McFadden)
The minutes of October 12, 2015 were approved as corrected (Yes = 8, No = 0, Abstain = 1).

IV. Policies and Procedures Memorandum No 5: Attendance, Withdrawals and Grade Reporting

Osvil Acosta-Morales highlighted the changes to P and P #5 which consisted of the following:

1. Article IV: Grading System of Community College of Philadelphia was removed and added to Policies and Procedures Memorandum No 8 where the language was more in keeping with the intent of P & P 8.
2. New language for Article IV: Final Grade Reporting was added to appropriately complement Article II and to add the information pertaining to the "FS" grade.

It was recommended that the term "Distance Education" (Article I, Page 2) be changed to On-line courses.

A point of clarity was raised reminding the committee that the official revised date would be the date when the changes for P & P 5 were approved by Dr. Generals.

Motion: Recommend to accept the revisions for Policies and Procedures No 5 with the additional change of language for Distance Education (Moved: Judith Gay; Seconded: Eric Massenburg).

Action: The motion was unanimously approved: (Yes: 9; No: 0; Abstain: 0)

V. Policies and Procedures Memorandum No 7: Credit by Examination

Osvil Acosta-Morales highlighted the changes to P and P #7 which consisted of the following:

1. Deletion of the last sentence in paragraph #3 (“*A fee must be paid prior to taking the examination.*”) pertaining to fees since it is procedural in nature.
2. Deletion of the last part of the sentence in paragraph #6 (“*...and paid prior to the time the student takes the examination, and the student shall present a receipt for this fee at the time that he/she takes the examination.*”) since it is procedural in nature.

A discussion on the process of how Credit by Exam actually occurs ensued. Additional edits to P & P 7 were recommended as follows:

1. Change the title Vice President for Academic Affairs to Vice President for Academic and Student Success.
2. Change the statement “A student must be an active student in the College” to “A student must have active status at the College.”

Motion: Recommend to accept the revisions for Policies and Procedures No 7 with the additional changes of language. (Moved: Judith Gay; Seconded: Sharon Thompson).

Action: The motion was unanimously approved: (Yes: 9; No: 0; Abstain: 0)

VI. New Business

There was no new business to discuss.

VII. Adjournment

The meeting was adjourned at 2:55 PM.