

# Community College *of* Philadelphia

**MEETING MINUTES  
Institution-Wide Committee  
Monday, December 19, 2016**

**2:30 p.m. Isadore**

**A. Shrager  
Boardroom**

---

**I. Call to Order by Dr. Gay at 2:34PM**

**II. Attendance**

Delegates

Federation: Todd Jones, Eric Massenburg, Bridget McFadden,

Administration: Judith Gay, Samuel Hirsch, Carol de Fries

Students:

Alternates

Federation:

Administration: Mary Anne Celenza (voting for Jacob Eapen), Jody Bauer (voting until Carol de Fries arrived)

Students:

Guests Present:

Robert Spencer, Chae Sweet, Pam Carter, Amy Birge, Berna Dike-Anyiam,  
Joewanna Freeman, Jon Spielberg

**III. Approval of Minutes**

- a. Motion: Approve the minutes dated October 24, 2016. (Moved Bridget McFadden;  
Seconded: Sam Hirsch)  
The Minutes from October 24, 2016 were approved (Yes=7, No=0, Abstain=0).

**IV. Old Business**

**V. New Business**

**Note:** The Curriculum Committee voted on 12-8-2016 to approve the three program documents presented under New Business but also recommended that there be a larger conversation about how students are advised of alternative options for electives beyond those prescribed/designated in the curriculum grid.

# Community College *of* Philadelphia

**MEETING MINUTES**  
**Institution-Wide Committee**  
**Monday, December 19, 2016**

**2:30 p.m. Isadore**

**A. Shrager**  
**Boardroom**

---

## **Cybersecurity AAS (new) - from the Academic Affairs Curriculum Sub-Committee**

This new degree program is designed for students who are interested in pursuing careers in information security. This program is intended to benefit students who may wish to transfer to a four-year college for a Bachelor's degree. The U.S. Bureau of Labor Statistics (BLS) uses information security as the main keyword for the cybersecurity profession. Other entities, such as the states, local authorities and private entities, may use keywords such as information systems security, information technology security, network security, etc. as the main keyword for the cybersecurity profession.

Pam Carter, Berna Dike-Anyiam, and Joewanna Freeman presented the proposed degree.

Questions raised:

1. The catalog description of Digital Forensics states that the jobs detailed in this new degree are already being handled by an existing degree in Liberal Studies. Response: This is a different more technical degree that protects devices where Digital Forensics does not provide protection but recovers evidence after an attack.
2. How are students going to tell the path they need to undertake?  
Response: Digital Forensics should have the last two jobs removed from the catalog description since it is misleading. Students in Digital Forensics learn the technology but not at the same level. There should be a review of the catalog description of Digital Forensics.
3. The occupational outlook nationally is reflected in the proposal but not the local outlook. What are the job prospects for our students? Also, the proposal implies transfer capability.  
Response: The degree does not promise transfer and no current partners exist. Temple, Drexel and Peirce were named but no agreement exists.
4. Do all the credits transfer?  
Response: CIS has not communicated with the other 4-year colleges. Many different requirements are stated in the catalog description which provide the student with a path. Peirce is obviously the easiest transfer possibility. The job

# Community College *of* Philadelphia

**MEETING MINUTES  
Institution-Wide Committee  
Monday, December 19, 2016**

**2:30 p.m. Isadore**

**A. Shrager  
Boardroom**

---

market in Philadelphia is reflected on page 7 within the program description. Many factors influence a job in this field and most have networking experience that can lead into a cybersecurity role.

5. Can you get into this field with any other degrees?  
Response: No, the skillset defined here is needed.
6. Math 121 is stated, how does this impact transfer?  
Response: The degree listing states FNMT 118 or higher.
7. How does the student know not to take what is listed in the catalog? Why are we not providing a broader statement?  
Response: The Curriculum Map will provide that broader statement via MyDegreePath.
8. Why were the electives chosen?  
Response: It was the need to satisfy electives that relate to pathways.
9. What is the timeframe for development of the new courses?  
Response: The new courses have been approved.
10. Other course are available in Java. Is Javascript not in the other available courses?  
Response: Java and Javascript are different languages.
11. The degree states that it requires dedicated space. What has been done about the space needs?  
Response: CIS has spoken to Facilities.
12. Returning students may want a certificate. Is that possible?  
Response: Proficiency Certificates are available.

**Motion:** To recommend the Cybersecurity AAS (Moved: Mary Anne Celenza; Second: Sam Hirsch)

**Vote:** Yes=3; No=0; Abstain= 4

**Further Discussion:**

**There are concerns about the general education requirements and the transfer-ability of the degree.** There are concerns about the choice of electives in the absence of data to support the decisions.

Response: The general education electives were chosen on purpose to enhance the skillset of the students.

Comments: Data is needed as is change. The regional data is available and should be reviewed. Also, course level outcomes for the general education choices could be included. There are catalog issues with the Digital Forensics job listings; transfer is

# Community College *of* Philadelphia

**MEETING MINUTES  
Institution-Wide Committee  
Monday, December 19, 2016**

**2:30 p.m. Isadore**

**A. Shrager  
Boardroom**

---

played up too much in the description without any agreements; the impact on the classrooms needs of the program requires exploration.

**2<sup>nd</sup> Vote:** Yes= 4; No=0; Abstain=3 **APPROVED**

**Action:** The Cybersecurity AAS degree is passed with the following suggestions: Catalog review of the Digital Forensics degree; gathering of local data in support of the program (e.g., EMSI report); less focus on transfer in the description; classroom needs issues addressed.

## **Network Technology Management and Administration AAS (new) - from the Academic Affairs Curriculum Sub-Committee**

The Network Technology Management and Administration Program provides students with the knowledge essential in the operation of technology businesses, preparing them with the technical expertise required for the creation and installation of a large network enterprise as well as the management and staff direction expertise needed to supervise, direct and manage small to medium-sized Network Operation Centers and Technology Departments. Graduates of the program will be prepared for positions such as Network Technology Specialist, Technology Project Manager, Network Administrator, Network Engineer and other lead roles in technology. The program learning outcomes are directly linked to international technology organizations such as CompTIA, Cisco and Microsoft.

Pam Carter, Robert Spencer, Joewanna Freeman presented the proposed degree.

Mr. Spencer stated that the degree will broaden student success at CCP. Currently the Network Proficiency Certificate allows for network technician jobs but the students need more skills to attain higher employment levels. The degrees at Bucks, MC3 and DCCC are all comparable. The employment needs for today require managers that have both a technical background and people skills for mid-level management roles. Mr. Spencer identified the 2010-2014 labor statistics for the region.

# Community College *of* Philadelphia

**MEETING MINUTES  
Institution-Wide Committee  
Monday, December 19, 2016**

**2:30 p.m. Isadore**

**A. Shrager  
Boardroom**

---

Questions raised:

1. MSCHE sees this committee as needing data to support its actions. If faculty make a statement, then we must have data that refers to assessment of the learning outcomes.

Response: Assessment is aligned.

2. On page 7 of the proposal, the FYE course is listed. Does this exist?

Response: New development.

3. ENGL 102 & 112 are listed on Page 7 but are not in the description, is this a typo?

Response: 102 is there to meet the information literacy general education requirement. ENGL 112 is necessary. ENGL 112 is being revised and will be offered in the future.

**Motion:** To recommend the **Network Technology Management and Administration AAS** (Moved: Carol de Fries; Second: Mary Anne Celenza)

**Vote:** Yes=4; No=0; Abstain=3 **APPROVED**

**Action:** Approval of the Network Technology Management and Administration AAS degree as proposed.

## **Photographic Imaging AAS (revision) - from the Academic Affairs Curriculum Sub-Committee**

The proposed changes in this revision of the Photographic Imaging degree program will provide students with a more coherent and efficient pathway to completion. The Photographic Imaging program is technology-based and must continue to meet professional standards so that our students may immediately enter the workforce. The new courses proposed allow students to gain a wide range of valuable experience in handling new camera technology and utilizing the latest photo imaging software, while the program retains those courses that allow students access to the valuable experience of the traditional printing process in the darkroom. Students entering with a technological background in digital photography can gain analog experience to expand their professional skills and provide an important personal link to the history of the medium. Photographic Imaging students who are already experienced in darkroom techniques or entering a part of the profession where deep digital skills are

# Community College *of* Philadelphia

**MEETING MINUTES  
Institution-Wide Committee  
Monday, December 19, 2016**

**2:30 p.m. Isadore**

**A. Shrager  
Boardroom**

---

needed may enter the program with PHOT 105, increasing their technical knowledge and doubling the locus of potential students.

Jon Spielberg and Chae Sweet presented the proposed degree changes.

Mr. Spielberg stated the change involves the addition of two new courses that are designed to meet the needs of our student population. Photo 105 is a digital version of Photo 101 which will continue to have a darkroom focus. Both extend Photo 100. These are designed as alternative entry points. The course has been renamed/envisioned so that it will reflect the digital reality of today. There will be lower material costs and a new course description.

Questions raised:

1. Do the 111 & 112 courses meet the global diversity goal? What is the writing intensive component?  
Response: History 103 and GEO 103 meet the writing components. These are recommendations but not limitations under the advisement of guided pathways.
2. This is a small program, how will these course be offered?  
Response: Fall and Spring and per the student demand. Both 111 and 112 draw other majors so we will offer weekend, evenings and day when directed by enrollment trends.
3. Are the 105 and 112 courses already developed?  
Response: Yes
4. Will the 105 be offered to developmental students?  
Response: Yes

**Motion:** To recommend the revision to the Photographic Imaging AAS (Moved: Mary Anne Celenza; Second: Carol de Fries)

**Vote:** Yes=4; No=0; Abstain=3 **APPROVED**

**Action:** Approval of the Photographic Imaging **AAS revision** degree as proposed.

# Community College *of* Philadelphia

**MEETING MINUTES  
Institution-Wide Committee  
Monday, December 19, 2016**

**2:30 p.m. Isadore**

**A. Shrager  
Boardroom**

---

**VI. Meeting adjourned at 4:03PM**

DRAFT