

Community College *of* Philadelphia

MEETING MINUTES Institution-Wide Committee Monday, May 21, 2018

2:30 p.m.

**Isadore A. Shrager
Boardroom**

I. Call to Order

The meeting was called to order at 2:35 by Bridget McFadden. Bridget McFadden asked that the order of items in the agenda be changed. She stated that items under Va, Programs that have received a full review by the Curriculum Committee are actually Old Business and should be discussed before item IVa, Discussion of the functioning of the IWC. Also item Vc, Proposal to merge Business Administration and Marketing and Management Departments should be discussed before the Discussion of the functioning of IWC.

II. Attendance

Delegates

Federation: Todd Jones, Bridget McFadden, Sue Ellen Liebman

Administration: Carol de Fries, Jacob Eapen, Judith Gay, Samuel Hirsch

Students:

Alternates

Federation: Rainah Chambliss,

Jalyn Warren

Administration: Mary Anne Celenza

Students:

Guests:

Mark Bambach, Amy Birge. Pam Carter, Mak Khan, Brian Morrison,
Richard Saxton, Chae Sweet

III. Review and Approval of Minutes

The minutes of April 23rd will be amended to include the following two sentences:
Todd Jones stated that the MLT program is a small one. His concern is a broader one.
There was a motion to accept the minutes with that change (de Fries). The motion was seconded (Eapen). The minutes of April 23, 2018 were approved unanimously.

Community College *of* Philadelphia

MEETING MINUTES Institution-Wide Committee Monday, May 21, 2018

2:30 p.m.

**Isadore A. Shrager
Boardroom**

IV. Old Business

- a. Programs that have received a full review by the Curriculum Committee

International Studies. The changes to the program were described as minor by Mak Khan. There was a question about what happens if a student chooses not to take economics. The response was that economics is just a recommendation. The statement about substitutions is at the bottom of the page. Amy Birge stated that the language about substitutions is now standard as of Fall 2018. She added that there is an embedded link to the substitution is available in the myCCP portal. There was also a question about the meaning of the distinction designation. Chae Sweet explained that it is possible to get distinction is four areas, including study abroad. Judy Gay explained the history of the distinction designation. It was optional for programs to apply to have the designation. According to Chae Sweet, this designation is not listed in the catalog but could be.

Psychology. Brian Morrison explained that the curriculum map for Psychology was defined with Temple University in mind. Todd Jones expressed a concern with three semesters of language. He said that the College of Liberal Arts at Temple University and the Psychology Department can do combinations of courses with global studies. Brian Morrison said it is not necessarily to get a third language course if the student is not going to Temple University. There was a question about whether a student can substitute other courses if they already speak a foreign language. Brian Morrison agreed that is the case. There was a question about whether the language courses have to be in the same language. Todd Jones stated that Temple requires the courses to be in the same language. He said that the description by the College's Psychology Program does not make that clear that the intention is to build skill in the same language. There was also the comment that the third level of languages here of does not run. Brian Morrison said in that case there would be a substitution. Finally, there was a concern that there needs to be consistency in the use of terms. Sometimes the term foreign language is used and sometimes the term language is used.

Carol de Fries made a motion to recommend the changes to all of the programs. Bridget McFadden asked that the IWC discuss the proposed merger of the Business Administration and Marketing and Management Departments first so that the faculty would not have to wait. Carol de Fries agreed to tabling her motion.

Community College *of* Philadelphia

MEETING MINUTES Institution-Wide Committee Monday, May 21, 2018

2:30 p.m.

**Isadore A. Shrager
Boardroom**

After the discussion of the merger proposal (see below), the IWC returned to a discussion of programs. Carol de Fries made a motion to recommend to the president that he accept the revisions to the seven programs that received a full review by the Curriculum Committee. Jacob Eapen seconded the motion. Bridget McFadden asked what happens to the comments made at IWC and at the Curriculum Committee. The IWC members agreed that the comments should be sent to the departments in the form of the approved minutes from the meetings. The motion was amended to include sending the minutes to departments. The amendment to the motion was accepted (de Fries) and seconded (Eapen). The IWC unanimously agreed to recommend the changes and the approved minutes from the meetings will be sent to the departments for the relevant programs. Amy Birge asked that she receive a copy of the minutes as well.

b. Discussion of the functioning of IWC

Bridget McFadden distributed a document she created, "Recommendations for Improving the Governance Procedures for Standing Committees and IWC." There was a discussion of the first point on the document that recommended that there be a committee formed to develop bylaws for the standing committees, including IWC. There was disagreement about whether a committee could be formed to draft by laws. The IWC members read Article XXI.D of the contract. Because there was disagreement on interpretation, Judy Gay agreed to ask the general counsel, Victoria Zellers, for an opinion. Carol de Fries said the committees have been functioning for a long time without bylaws and she asked why there is a need now. Bridget McFadden stated that Karen Schermerhorn did a history of the College and the contract in 2013. The original structure of the committees was majority faculty. This preceded the contract. Todd Jones said the issue is whether any voting matters now as it did in the past.

Judy Gay asked that the IWC look at the other points on Bridget McFadden's document. The second issue identified is student attendance at the meetings. Bridget McFadden stated that students did not become part of the standing committees until 1971. Student attendance has been an issue some years. There was a discussion of reasons for low student participation, including other responsibilities that compete for their time, preparation, eligibility. There was a discussion about whether student ambassadors could be a solution. Chae Sweet stated that it is hard to incentivize committee service for students. There needs to be a reason like enhancing a resume. Sam Hirsch said there is a group working over the summer to make recommendations about student participation. Sam will let the working group know about the IWC discussion.

Community College *of* Philadelphia

MEETING MINUTES Institution-Wide Committee Monday, May 21, 2018

2:30 p.m.

**Isadore A. Shrager
Boardroom**

The IWC moved the discussion to the third item, committee member roles and *Robert's Rules of Order*. Bridget McFadden said she believes there should be mandatory yearly training for committee members and it should include lunch. She said she will go to the Federation Executive Committee to find out if they would agree to split the cost of having a lunch with a training session.

There was discussion of the fourth item – regular meetings of the co-chairs. Sam Hirsch and Bridget McFadden discussed reasons for the failure to have regular meetings.

The IWC agreed that Sam Hirsch and Bridget McFadden will discuss next steps.

V. New Business

a. Proposal to merge Business Administration and Marketing and Management Departments

The proposal to merge the Business Administration and Management Departments was presented by Pam Carter, Richard Saxton and Mark Bambach. After discussion and review of contract language, there was agreement that the proposal does not require a vote. The idea of the merger has been discussed for more than five years. There were no objections at any previous presentations and there were no objections at the IWC. Bridget read language.

VI. Next Meeting and Adjournment

There was a discussion about whether there will be a June meeting on Monday June 25th. It was agreed that the IWC will meet in June. A poll will be conducted to find out if there could be a quorum if the meeting was moved to June 18th. The meeting adjourned at 4:01.