

## MEETING MINUTES

### Institution-Wide Committee

Monday, October 28, 2019

2:30 p.m.

IAS Boardroom, M2-I

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#### I. Call to Order

The meeting was called to order at 2:32 p.m. by Sam Hirsch. He explained that Dr. General assigns a committee member to convene each standing committee and he was asked to convene the first meeting of the Institution Wide Committee (IWC). He distributed the list of IWC members and then asked each person present to introduce himself/herself. Sam Hirsch also confirmed who was voting at the meeting since some of the delegates were not present. Sam Hirsch briefly reviewed the standing committee structure and the general focus of each standing committee. He stated that standing committees make recommendations to the IWC. All of the Standing Committees, except the Technology Coordinating Committee, have four delegates and four alternates appointed by the Administration; Federation; and Student Government. The Technology Coordinating Committee has 10 representatives appointed by the Administration and 10 appointed by the Federation. Sam Hirsch explained that IWC makes recommendations to the President. Judy Gay and Sam Hirsch mentioned that not all policies go through College governance. For example, Board policies and policies that are required by the city, state or federal government.

Sam responded to questions. Sean Sauer asked whether there is a schedule for making IWC recommendations. Sam Hirsch responded that is only the case for time sensitive topics such as the academic catalog.

Stan Walling asked whether everything goes to the President and whether the IWC gets documents before the meeting. Sam Hirsch said that the IWC does send all recommendations to the President and the IWC usually gets materials the week before the meeting. On some occasions the IWC is asked to see something that is time sensitive that it did not get the week before the meeting.

Brian Seymour asked if items are tabled if the IWC does not get to them on the agenda. Sam Hirsch responded that there are many options for what happens but that the IWC can forward a proposal without a recommendation.

## II. Attendance

### Delegates

Federation: Rainah Chambliss, Sean Sauer, Jalyn Warren

Administration: Judith Gay, Samuel Hirsch

Students: Cherita Brown

### Alternates

Federation: Roberta Massuch (voting), Brian Seymour, Stanley Walling

Administration: Jim Spiewak (voting)

Students: Quiana Cureton (voting), Joseph Palmer (voting)

### Guests

None

## III. Approval of Minutes of May 20, 2019

Judy Gay distributed the original copy of the Program Completion Policy so the IWC members could see the document referred to in the minutes. Jalyn Warren made a motion to accept the minutes of May 20, 2019. Rainah Chambliss seconded the motion. All voted in favor of acceptance. The minutes of May 20, 2019 were approved.

## IV. Old Business

### a. Program Completion Policy

Judy Gay reviewed the IWC actions regarding the Program Completion Policy proposal from the April and May IWC meetings. After the IWC approved recommending the revised proposal to the President, she asked Institutional Research (IR) how many students who graduated in 2018 took more than 7 years to complete a degree. In 2018 that number was 20.6%. She asked for the 2019 number in September. That number was 21.3%. Judy Gay said she wanted the IWC to know that she was going to give Dr. Generals that information to take into account when he gets the recommendation from IWC. She also stated that she was concerned that the policy was not being phased in based on the policy language. Sam Hirsch also stated that he is concerned that the policy does not state that it is only effective for students starting as of a particular date. Sam Hirsch asked if IR could calculate the same information for eight, nine and ten years. Judy Gay said she would ask IR to do that.

Stan Walling asked if the IWC can send a proposal back to a committee. Sam Hirsch said yes and there are a number of options the IWC has. Stan Walling also asked if the President can just make an executive decision. Sam Hirsch agreed that the President can do that.

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**V. New Business**

Sam Hirsch explained the roles of secretary and chair or co-chairs of the IWC. After discussion and hearing from candidates, the Committee members voted by ballot. The Co-chairs of the IWC are Dr. Sam Hirsch and Quiana Cureton. The Secretary is Dr. Judy Gay.

**VI. Adjournment**

The meeting was adjourned at 3:18 p.m.