


# Community College of Philadelphia

*The Path to Possibilities™*

**TO:** College Community

**FROM:** Donald Generals   
President

**DATE:** July 11, 2022

**SUBJECT:** Institution-Wide Committee Decisions

---

I have received the minutes of the March 28, and June 6, 2022 Institution-Wide Committee meetings, and have taken the following actions:

1. Approved the Proposed New Policy - Authentication in Distance Education, effective July 1, 2022:

This policy was developed to fulfill the compliance of The Code of Federal Regulations 34 CFR §602.17(g) which requires institutions that offer distance education to have processes in place by which the institution establishes that the student who registers in a distance education course is the same student who participates in and completes the course. As part of the compliance, the College must make clear in writing the processes that protect student privacy and notify students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment. This policy fulfills the requirements. In developing this policy, several policies from other institutions were reviewed to ensure that all aspects of compliance were met.

Policy Holder – Dean, Online Learning and Media Services

2. Approved the Revisions to Memorandum 14 - Standards for Distance Education Course (revised April 20, 2022), as follows:
  - More clearly defined types of distance learning to include synchronous online learning.
  - Removed information on syllabus requirements as it is already available on the curriculum management website.
  - A more concise paragraph was created that states syllabi must be publicly available for prospective students.
  - Added that course materials must be accessible to students with disabilities.
  - Clarified the need for regular and substantive interaction to comply with HEA.

- In Assessment of Students, included a sentence about academic integrity being part of the course design.
- In Support, created separate sections for faculty and students, and increased the support for students.
- Separated faculty training from the course approval process.
- Moved Course Assessment information into the Course Design Quality Assurance section and strengthened it;

Policy Holder – Dean, Online Learning and Media Services

3. Approved the Revisions to Memorandum 3 - Academic Integrity Policy effective July 1, 2022, as follows:

- Establishing a separate policy for this type of violation so that it is not included into a separate judicial review process automatically.
- Providing more discretion to faculty to handle issues first.
- Providing more clarity to the process.

Policy Holder – Dean of Students

#####