

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday November 28, 2011
2:30 p.m.
Isadore A. Shrager Boardroom
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

Committee Members Present

Faculty: Sue Ellen Liebman, Pascal Scoles

Administration: Judith Gay, Tom Hawk, Samuel Hirsch, Sharon Thompson

Students: Earl Weeks

Alternates and Delegates Present

Students: Jocelyn Wims (voting)

Guests Present

Osvil Acosta-Morales, Jim Spiewak

I. Call to Order

The meeting was called to order by Pascal Scoles.

II. Approval of Minutes

The minutes of October 24, 2011 were accepted with a minor correction to the spelling of a name.

III. Old Business

None

IV. New Business

- (a) Proposal College Policies and Procedures memorandum regarding Portable Electric Space Heaters.

Jim Spiewak presented to proposed portable electric space heater policy. He stated that the two reasons for enacting the proposed policy are the need for safety and the need for conservation. College outlets can not handle the load from space heaters. Overloads can cause a fire.

There was a discussion about inconsistency in the language of the proposal. The proposal states that portable electric space heaters are prohibited and then identifies an authorized personal heating device. It was recommended that the language about an

authorized device be removed, particularly because the policy states that the Assistant Vice President for Facilities and Construction management can make an exception. It was also suggested that the list identifying portable electric space heaters include the statement that the list is not limited to those mentioned. Jim Spiewak agreed to proposed modifications to the language and those changes were made at the meeting.

There were questions about the process used to create the policy. Tom Hawk stated that there is a great deal of data that supports the proposed policy.

Action: Recommend approval of the proposed space heater policy (Hawk/Liebman).

Vote: Five approve; two abstain; one opposed.

- (b) Proposal for College Policy and Procedures memorandum No. 3: Plagiarism, Classroom Cheating, Electronic Cheating and Non-Print Product Misrepresentation to be revised and renamed Academic Integrity.

Sharon Thompson and Osvil Acosta-Morales introduced the proposal. About a year ago the Academic Master Plan proposed creation of an Academic Integrity Work Group to address concerns about academic integrity. The proposal is the result of the discussions of the Academic Integrity Work Group.

There was a suggestion that the policy be mentioned on all course syllabi. Committee members asked about violations of the policy and discipline. Sharon Thompson stated that the Academic Integrity Work Group is now reviewing that topic and hopes to have further recommendations during Spring 2012.

There was a discussion about whether the title for the policy would attract the attention of students. A student representative stated that students do not read the policies. Sharon Thompson said the Work Group could discuss creating a student friendly version.

Action: Recommend approval of the proposed changes to College Policy and Procedures memorandum No. 3 (Hirsch/Gay).

Vote: All in favor.

V. Adjournment

The meeting was adjourned at 3 p.m.