

# Community College *of* Philadelphia

**MEETING MINUTES**  
**Institution-Wide Committee**  
**Monday, October 24, 2016**  
**2.30 p.m.**  
**Isadore A. Shrager Boardroom**

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**I. Call to Order**

The meeting was called to order by Bridget McFadden at 2:30 PM.

**II. Attendance**

Delegates

Federation: Sue Ellen Liebman, Eric Massenburg, Bridget McFadden

Administration: Judith Gay, Samuel Hirsch,

Alternates

Administration: Mary Anne Celenza (voting)

Federation: Francesca DiRosa (voting)

Guests Present

Bonnie Harrington

**III. Approval of Minutes**

**Motion:** Approve the minutes as corrected. Junior Brainard's name (Federation Alternate) was omitted from the list of attendees. (Moved: Samuel Hirsch; Seconded: Eric Massenburg)

The minutes of September 26, 2016 were approved (Yes = 7, No = 0, Abstain = 0).

**IV. Old Business**

At the September 26, 2016 meeting, Todd Jones had questioned the status of a section of P & P 12: Policy on Transfer Credit that was supposed to be removed and inserted into P & P 6: Determining Eligibility for Graduation and Issuance of Diplomas. These policies and procedures had been reviewed at the February 22, 2016 meeting of IWC. The section in question stated the following:

*The Community College of Philadelphia will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence (at the Community College of Philadelphia) for a degree and 15 credit hours for an academic certificate. Students on active duty with the Armed Forces need to earn 15 credits in residency for a degree. Prior Learning Assessment can be counted towards the residency requirement.*

The minutes of February were reviewed and showed that IWC had approved the changes to P & P 12 but had not approved the revisions to P & P 6. The statement should have been placed into P & P 6 but this was not done.

Judith Gay stated that Todd Jones' preference was to wait until P & P 6 comes back to IWC with revisions and that all the approved changes can be made at one time.

Judith Gay will also review all policy changes that have recently been approved by IWC to make sure that the changes are made in the official policies and procedures statements on the College's website.

Samuel Hirsch requested that the section from P & P 12 be placed into P & P 6 now. (Moved: Samuel Hirsch; Seconded: Francesca DiRosa). The motion was approved (Yes = 7, No = 0, Abstain = 0). It was requested that this policy and procedure change be sent to Dr. General for an expedited review.

## **V. New Business**

Judith Gay announced that James Stewart had left the College to assume another position. Ms. Deborah Hall is a temporary replacement for him and all IWC materials should be sent to her.

Samuel Hirsch informed the IWC Committee that the student members have been selected and are as follows: Troy Bundy, Emery Adams, Keenan Bey and Sultana Abdur-Raheem.

## **VI. Adjournment**

The meeting was adjourned at 2:48 PM.