

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday, February 27, 2017

2:30 p.m.

Isadore A. Shrager
Boardroom

I. Call to Order 2:30PM

II. Attendance

Delegates

Federation: Todd Jones,

Administration: Judith Gay, Carol de Fries, Jacob Eapen

Students:

Alternates

Federation: Fran DiRosa

Administration: Mary Anne Celenza (voting), Jody Bauer

Students: Erica Bryant (voting), Fatoumata Diallo (voting), Verna Gillins (voting)

Guests Present:

Amy Birge, Kelly Connelly, Bonnie Harrington, Frank Alsis

III. Approval of Minutes

a. The Minutes from January 23, 2017

i. Proposed Revisions:

1. Page 1 The word “until” should be replaced with “for” in the line of Jody Bauer (voting for Judith Gay)
2. Page 2 The 3rd sentence in the 4th paragraph should be reviewed as to whether it was accurately reflected. “The department believes that...”
3. Page 3 the last sentence in the first paragraph should state the following: “The chief academic officers around the state have concerns about the TAOC agreement.”

The IWC will vote on approval of the January minutes at the March meeting to ensure accuracy.

Community College *of* Philadelphia

**MEETING MINUTES
Institution-Wide Committee
Monday, February 27, 2017**

2:30 p.m.

**Isadore A. Shrager
Boardroom**

IV. Old Business

No old business

V. New Business

a. Chosen Name Policy

Kelly Connelly presented the policy. This policy was initially reviewed by the President's Cabinet then through the governance process. The Academic Support Committee recommended the version now before the IWC.

Discussion

Q: Why are transgender and international students singled out in the policy?

A: This was a strong recommendation from the committee that drafted the initial proposal according to Simon Brown. All students and employees are covered by the policy.

Motion requested – Received – 2nd Received

VOTE: Yes=6, No=0, Abstain=3

Chosen Name Policy RECOMMENDED.

b. P&P No. 6 Determining Eligibility for Graduation and Issuance of Diplomas

Bonnie Harrington presented the policy. This policy was initially reviewed in February of 2016. It was returned with recommendations based on agreement from the forwarding committee. This is a general policy concerning the graduation process and procedures.

On page 1 the recommended change is shown in the track changes. The 4th paragraph, last sentence. *“Approved Prior Learning Assessment will be counted towards the residency requirement.”*

Community College *of* Philadelphia

**MEETING MINUTES
Institution-Wide Committee
Monday, February 27, 2017**

2:30 p.m.

**Isadore A. Shrager
Boardroom**

On page 2, The last sentence from Page 1 is revised to “Students who apply for graduation but miss the published deadline may be able to attend commencement however their names “*will*” not appear in the commencement program. The word “*may*” was revised from the previous version which stated “*will not appear*”.

On page 2, first full paragraph was added as a special permission clause. “*Students enrolled in fall course for the next academic year, must submit a written request to the Dean of Enrollment Management for special permission to attend the commencement ceremonies at the conclusion of the preceding spring semester.*”

A student member expressed a concern that students are not aware of these policies. A recommendation is that the College be more proactive in contacting students about eligibility requirements for commencement and the certificates that are available.

Q: Do we have a sense of the number of students that walk at commencement but who actually complete their degree requirements later?

A: They do not keep that data in Enrollment Management.

A report containing the number of students that walk at commencement but never finish was requested.

Motion requested – Received – 2nd Received

VOTE: Yes=9, No=0, Abstain=0

P&P No. 6 Recommended

c. P&P No. 8 Policy on Grading Systems, Academic Standards, and Progress

Bonnie Harrington presenting P&P No. 8. This was amended from July 2016. The concern was with the Repeat Course Policy. The current process is manual for repeat

Community College *of* Philadelphia

**MEETING MINUTES
Institution-Wide Committee
Monday, February 27, 2017**

2:30 p.m.

**Isadore A. Shrager
Boardroom**

courses. They have discovered that in the Degree Audit program a repeat course is a conflict. The highest grade is not reflected; the most recent grade is reflected. It is recommended that the College include the “highest grade” in the calculation of the GPA.

Q: is this common among other colleges?

A: Yes

Q: Does this change affect any of the transfer agreements?

Statement: The College determines the calculation of the GPA.

Motion requested – Received – 2nd Received

VOTE: Yes=8, No=0, Abstain=0 (Verna Gillens left before the vote)

P&P No. 8 Recommended

d. Respiratory Care Technology

Frank Alsis presented on behalf of the Respiratory Care Program.

Changes are described as follows:

- 1) On Page 2 the program learning outcomes are now measurable as reflected in the document.
- 2) On Pages 19-20 the Curriculum Map is provided
- 3) The second year is refined by the definition of “patient groups”.
- 4) A wording change from the past. “210 & 220 Must be taken together”
- 5) Page 4 note the changes to the clinical hours.
- 6) Page 5 the total number of credits is now 70.
- 7) Page 4 the program entry requirement statement should state “221” not 227.
- 8) BIOL 109 must be completed before entering into the program. They have found that the high school biology does not prepare the students for the first year in the program thus the “must” complete statement.

Community College *of* Philadelphia

**MEETING MINUTES
Institution-Wide Committee
Monday, February 27, 2017**

2:30 p.m.

**Isadore A. Shrager
Boardroom**

There was a discussion about the number of credits since BIOL 109 is required pre-entry into the program, the 70 credit total for the degree does not reflect this and therefore is misleading to the students about the actual number of credits to complete the program. It was stated that this “hidden curriculum” should be added to the total or at a minimum reflected within the catalog pages as a 4 credit requirement pre-program admission.

There was concern about the general education decisions made related to Guided Pathways. Why the particular choices? It was mentioned that SOC 101 or HIST will satisfy the 3 academic approaches.

Data reflects that from 2009-2013 the average number of credits taken by students in the program was 89. From 2014 forward the average is 80 credits. There was a discussion about the need for data to be included to explain decisions made.

Q: A 3.0 GPA is a requirement, why?

A: Students have had no problem with this over the last 3 years. It ensures that they can manage the program.

The meeting chair stated that since this is not a change, it is not a decision point for the committee.

- 9) A suggested notation for the catalog was to make a note after the 70 credits to ensure that students understand that the BIO 109 4 credit course must be taken before entering the program, which adds to the credit hours needed to complete the degree.

Motion requested – Received – 2nd Received

VOTE: Yes=6, No=0, Abstain=2

Respiratory Care Technology Program changes are Recommended.

VI. Meeting adjourned

Community College *of* Philadelphia

MEETING MINUTES
Institution-Wide Committee
Monday, February 27, 2017

2:30 p.m.

Isadore A. Shrager
Boardroom

The next meeting is scheduled for March 27th.

DRAFT