

Community College *of* Philadelphia

Standing Committee on Student Affairs

Wednesday, February 24, 2010

Minutes

(Approved 3-24-10)

Attendance		
Administrative Appointees	Faculty Delegates	Student Delegates
Rogers Glispy Ron Jackson Michael McGeady Jenavia Thompson-Weaver	Larry MacKenzie Michael Remshard	Maria Schoeler
Administrative Alternates	Faculty Alternates	Student Alternates
	Ellie Cunningham Susan Orehowsky	

I. Call to Order

The meeting was called to order by Larry MacKenzie at 3:42pm.

II. Review and Approval of Minutes

Due to the absence of the recording secretary, the minutes of the January 27, 2010 were not ready, and thus could not be reviewed and approved. The recording secretary has indicated that the minutes will be sent electronically for review, and will be presented for approval at the March 24, 2010 meeting.

III. Old Business

A. January 27th recommendations from sub-committee on Policy and Procedures Memorandum #5

- a. The sub-committee members are Ellie Cunningham, Rogers Glispy, and Michael Remshard. Rogers Glispy, chair of the sub-committee, reviewed the current policy and explained the sub-committee's recommendations. Committee discussion ensued. Some of the sub-committees ideas were accepted and new ideas emerged.
 - i. Our committee will recommend to the IWC that the new online drop form should stipulate the two weeks of non attendance to justify the administrative withdrawal.
 1. Moved by Michael McGeady.
 2. Seconded by Jenavia Thompson-Weaver.
 3. Approved unanimously.
 - ii. Faculty must have a consistent statement in their syllabus regarding the attendance policy.

- iii. The committee should review the medical and military withdrawal policies. See page 119 of the Student Handbook regarding Excused Withdrawals.
 - iv. The College should issue best practices to faculty in handling student withdrawals.
- b. Further discussion
- It was reported that the current policy is based on the current paper process, and that the form will be going online in the near future. It is recommended that for the first few semesters, the online form should be backed up via hard copy.

The difference between the mandatory attendance reporting at 20 percent and the attendance issue that is addressed by P and P 5 was clarified.

For a future meeting, the benefits of an excused withdrawal will be explored as well as clarifying the meaning of the phrase “without an acceptable excuse,” which can be found in the current P and P 5 policy.

- c. The sub-committee is to bring written recommendations to the next meeting with regard to revised language for P and P 5.
 - i. Moved by Jenavia Thompson-Weaver.
 - ii. Seconded by Ellie Cunningham.
 - iii. Approved unanimously.

B. Proposal for revision of Student Code of Conduct
Held for the next meeting

C. Other issues and proposals from this Standing Committee’s November 2009 brainstorming process were held over for future meetings.

IV. New Business

A. Committee process for developing/reviewing draft minutes
Held for the next meeting

B. Procedures for textbook purchases by students on financial aid
Held for the next meeting

V. Adjournment

The meeting was adjourned at 4:55pm.