

# Community College of Philadelphia

*The Path to Possibilities.*

## Community College of Philadelphia Meeting Minutes

Student Affairs Standing Committee  
September 22, 2010  
3:30- 5:00 pm Room C1-34

### **Committee Members Present:**

David Greene, Ron Jackson, Marge Niven, Jermaine Williams, Ellie Cunningham, Nicole Duncan-Kinard, Mike Remshard, C. Donald Weinberg, Phil Pollock, Noel Aragon, Diana Hill, Lanie Duff

### **Alternates Present:**

Nikki Sarpolis, Susan Tobia, Sandra Mosquera

### **Guests Present:** None

**I. Call to Order:** The meeting was convened by Marge Niven. The names of Ron Jackson, Dean of Students and Mike Remshard, Associate Professor, Counseling were placed in nomination and unanimously elected co-chairs. Marge Niven volunteered to serve as recording secretary.

**II. Approval of Minutes:** There were no minutes to approve.

### **III. Old Business**

**Discussion: P&P No. 5 – Attendance, Withdrawals and Grade Reporting.** P&P No. 5. Form has been automated (previously there was no tracking mechanism) but the committee discussed the importance of recommending “best practices” for completing attendance records. There was discussion and clarification of what constitutes an “excused withdrawal.”

A question was raised about the definition of 2 weeks: 2 weeks consecutive or 2 weeks overall (cumulative) for absence or drop by instructor – answer – cumulative. How does each instructor define an absence? That is determined by the instructor (for example an instructor may state in syllabus that 2-15 minute late arrivals to class constitute 1 absence). Discussion needs to continue on this definition. The committee agreed that

there would be no proposal to change P&P No.5. There was agreement that providing information to faculty about guiding principles and best practices is important.

**Action Item:** Approved a recommendation that a sub-committee be created for P&P No. 5 to author a memo with best practice guidelines. Diana, Jermaine, Ellie and Sandra volunteered to serve.

**Discussion: Time between classes.** Discussion focused on difficulty students experience getting from one part of campus to another – particularly from CBI to 3<sup>rd</sup> floor of Mint Building – and related to discussion above, impact when students are late for class.

**Action Item:**

#### IV. New Business

**Discussion: Student Code of Conduct.** A question was raised as to whether a primary goal of the committee for this year could be to review and clarify the Code. The Code is confusing and difficult to understand. A core group of faculty met over the summer with the Dean of Students and the Vice President for Student Affairs, all agreeing that revision is needed. A recommendation was made to create a subcommittee to take on this task. However, many committee members expressed the need for a better understanding of the issues, context and history, and the recommendation was subsequently withdrawn.

**Action Item:** Ron Jackson and Mike Remshard will email committee members background information – providing an overview of relevant issues and goals to serve as the foundation for discussion at the October 27<sup>th</sup> meeting.

V. **Adjournment:** The meeting was adjourned at 5:08 pm.