

Community College *of* Philadelphia

1700 Spring Garden Street
Philadelphia, PA 19130

**Student Affairs Standing Committee
MEETING MINUTES
December 14, 2016
3:30 p.m.**

Delegates and Alternates Present:

Administrative Appointees:

- Claudia Curry
- Sandy Harrill
- Donovan McCargo
- Nikki Sarpolis
- Lynne Sutherland
- David Watters

Federation Appointees:

- Elisa McCool
- Megan Rizzo
- Maureen Rush-
Bogutz

Student Appointees:

- Troy A. Bundy

I. Welcome and Call to Order – 3:40 p.m.

II. Approval of Minutes

Minutes were approved; one abstention.

III. Old Business

Student Code of Conduct—Proposed Revisions

Heading and Format Changes – Suggestions

1. About the Student Code – delete About the
2. Students' Rights – correct placement of apostrophe
3. Move Article I, Definitions, to the end
4. Place Article III up front as Article I
5. Make fonts and subheadings consistent with size, caps or no caps, numbering, like on pg. 5 – definitions should not be capitalized
6. Pg. 9, #3 – Conduct – Academic Integrity – pull out. This needs to be its own section
7. Article I, #6 – should explanation of on-campus premises be left here? What is considered off campus is address later. Jurisdiction of College – move to Article II
8. Article IV – should Informal Disciplinary Procedures, #2, be first? Then formal? Is #2 different/put in order with #6, Informal Procedures for Handling Disruptive Behavior and Obstruction of Teaching in the Classroom? Should it be moved? Trying to reorganize and put like information together for increased comprehension. Should it be named Alternative Mediation Process instead of calling it informal, since it is not a path to a hearing? The term informal process is misleading.
9. Since interim suspension can happen before a hearing, it should be moved up in Sanctions (#4)
10. Under Sanctions, Disciplinary Records, #7, should be listed as a separate College policy. This is information or a result, not a sanction.

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Dave has this idea for reorganizing the Articles:

Subheading I – Charges

Subheading II – Hearings a. informal b. formal

Subheading III – Sanctions (or does interim suspension go here – interim suspension is also its own section, #5)

Subheading IV – Interim Suspension

Subheading V – Student Appeals Procedures

Group Discussion

1. Behavior on campus and in the classroom are different. If Article IV, #6, Informal Procedures for Handling Disruptive Behavior and Obstruction of Teaching in the Classroom needs to be left in the code, faculty need instruction and awareness about it. Is it part of the section at all? Rewording is needed. How do we communicate this? For web copy, we can look into instructional design. You can take large blocks of text and design for better comprehension. Could work for New Student Orientation, First Year Experience. We can talk to Mike Sullivan in FLOAT.
2. As part of the preamble to formal procedures, we could include positive language about the classroom being a special environment, and that the College encourages these actions/procedures for nonserious/nonthreatening/minor events to preserve the learning environment.
3. Rights of faculty do not supercede students – they coexist. Students can be asked to leave for two classes if the issue is not serious, but after that, the formal procedures kick in.
4. What information may go to students' transfer institutions about their behavioral record needs to be addressed in behavior and academic integrity sections, with examples. Students can waive their rights to keep their records confidential, which some transfer students require, and the College's Student Affairs office will be called. Temple will not admit some students, and they are asked to fill out a form upon transfer. Students need to know that academic integrity and other issues may cause transfer challenges.
5. In the Appeals section, Final Grades and Withdrawals, #5, pg. 17, has nothing to do with conduct. Move?

Next Steps:

Lynne will look at combining opening terms and definitions to make this section shorter and read better.

IV. Adjournment

The meeting was adjourned at 4:46 p.m.