

Community College *of* Philadelphia

MEETING MINUTES
Student Affairs Standing Committee
October 26, 2011
3:30 p.m., BR-46
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

Committee Members Present:

Soniya Anis, Ellie Cunningham, Claudia Curry, Nicole Duncan-Kinard, David Greene, Marge Niven, Ron Jackson, Derek Ramoutar, Don Weinberg

Alternates and Delegates Present:

Azhar Munshi, Nikki Sarpolis, Tarsha Walton

Guests Present: None

I. Approval of Minutes: Minutes from 9/28 approved.

II. New Business

Discussion: The group discussed that revisions to the Student Code of Contact must accomplish these goals:

- address the issues
- be understandable to students and outline what we expect of students
- be enforceable
- contain the necessary legal language

For the Process portion of the code, the group discussed that the process must be just and accountable – Maxient software will help with this – for all constituents: students/student body, faculty and staff. Specifically, the process must complete these objectives:

- be fair to complainant (student or staff)
- be fair to student who may/may not have committed offense
- further the mission of the College
- be driven by revised definitions of the policies

Process: When an incident occurs involving a disruptive student, the incident is filed in the Maxient system. There are different definitions of disruptive actions: obstruction of teaching – i.e., a student is not satisfied with an answer to a question and demands an answer or further discussion of the matter. Obstruction

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of teaching prevents instructor from teaching the class. Instructor indicates to the student that this matter will be discussed after class.

- should the incident be recorded in Maxient, even if the matter is resolved between instructor and student, either in class or per their meeting after class? only enter in Maxient if security is called to remove student?
- if not resolved after class, the matter is handled by the department chair. If no resolution at this stage, matter elevates to dean of Students and vice president of Student Affairs.

Questions that remain:

who else adjudicates the matter if it goes beyond department head and to dean of students?

what is an appropriate sanction?

In addition to obstruction of teaching, other incidents include:

- minor disruption – starts as an informal procedure; becomes formal if not resolved
- major disruption
- crisis

Policy group revised definitions within the code, and the group reviewed these changes and made additional edits.

Action Item: Approved a motion to send this document to IWC after edits are made. Unanimous approval.

Policy subcommittee will try to meet in the next few weeks. The next meeting is tentatively scheduled for Nov. 16 at 3:30. The location will be confirmed later.

III. Adjournment

The meeting was adjourned at 4:39 p.m.