

# Community College *of* Philadelphia

1700 Spring Garden Street  
Philadelphia, PA 19130

## Student Affairs Standing Committee

### MEETING MINUTES

February 5, 2014 (from postponed meeting of January 22)  
3:30 p.m.

#### Committee Members Present:

##### Administrative Appointees

- Larry Arrington
- David Greene
- Ron Jackson
- Claudia Curry

##### Federation Appointees

- Junior Brainard
- Ellie Cunningham
- Steve Jones

##### Student Appointees

- Cindy Ngo

#### Alternates and Delegates Present:

##### Administrative Appointees

- None

##### Faculty Appointees

- Jean Byrd
- Aubria Phillips

##### Student Appointees

- Aolade Ajibolade

**Guests Present:** None

#### I. **Welcome and Call to Order – 3:31 p.m.**

II. **Approval of Minutes** – Minutes not up for approval. Set aside for updates from members. All requested updates should be sent to Ron Jackson.

#### III. **Role of Standing Committee**

##### a. **statement of charge**

The chair gave a handout of a College memo submitted on December 17, 2007 from then president, Steve Curtis with the subject title “College Governance Procedure. The committee was referred to page 2, Appointment, bullet 3, point 1 which reads:

The Student Committee on Student Affairs shall consider and evaluate policies and procedures related to student affairs, such as the student code of conduct and the student appeals procedure.

The committee members were in slight disagreement about the interpretation and how to apply within the area of authority.

##### b. **Area of Authority**

Chair noted that policies that do not fall within the committees charge are beyond our area of authority. The area of authority must be adhered to or a request change will be sent back from IWC.

The IWC can only receive items from a standing committee. In the event an ad hoc committee has been reviewing a policy with a desire to change it or create a new polich, then the ad hoc committee would send it to the standing committee who most closely

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aligned to the requested change. The standing committee can send it back and refuse to submit the change, they can review and request changes to the said policy, or they can send it IWC without changes. In any case the standing committee representative to the IWC must be prepared to discuss the policy with IWC. Who can approve, deny or request changes prior to approval. The ad hoc has the option to not make any changes, make changes and resubmit or try to submit changes through a different committee.

An example was the Academic integrity policy that did not generate from the committee, but was reviewed, edits were requested and made and then it was submitted to IWC by the by the standing committee chair.

### IV. Old Business

#### a. Academic Integrity Revision

The academic integrity revision was approved with one change.

Question by committee member as point of clarity: Faculty member is the first determiner of academic dishonesty? Answer is yes. It is then the faculty member's decision to move forward.

#### b. Health/ Wellness Center

It was noted by committee member that none of the community colleges contacted have nurses that do daily visit for students. Some have centers, but their role is more educational not treatment.

All have security staff members who are CPR trained in the event of an emergency and 911 is called.

#### c. Medical Assistance Policy and Procedure

This policy is under the Emergency response plan which is located online.

There was discussion from the committee about where the AEDs are located around campus, who access to them and who is trained to use them. There was some discussion that some perhaps more people should be trained and we should be better educated about where they are located across the campus.

It was noted that the correct committee to review this is the Business Affairs committee and that a request for review can be sent to them by this committee.

### V. New Business

#### a. Policy and Procedure 156: Presence of Minors on Campus (Jacquie Bryant)

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The item was sent to the committee by Jackie Bryant. There is a request to extend the language in item 3 to include "...library and/or learning commons, student academic computing centers, learning laboratories..."

There was little discussion and it was decided the policy needed to be updated.

Steve Jones made a motion to approve

Aolade Ajibolade seconded the motion

The motion carried with unanimous approval.

b. **Student Code of Conduct Rules and Regulations: Fraud (Ron Jackson)**

A new definition for fraud was requested to be added to the student code of conduct. The new definition would be consistent with other institutions when dealing with deception through falsifying of documents.

Discussion:

Would this addition of languages impact the current judicial process? The answer was no, it would clarify some areas so we are not using other definitions to do the same process. This would include items such as time sheets and would make the process more clear.

Claudia Curry made a motion to approve

Ellie Cunningham seconded the motion

The motion was carried with unanimous approval.

c. **P&P #4: Student Appeals Procedure**

There was a previous request to update the Appeals Procedure that started in 2001 that was not completed. During that time the Appeal Procedure was updated in the Student Code of Conduct, but incomplete request was not updated. There was a request to 2001 update be changed to mirror the Appeals Procedure stated in the Student Code of Conduct.

The group discussed the fact that the policy needs to be reviewed in the future including some grammar updates. The group felt that in order to be consistent the two policies should match and that the one in the current Student Code of Conduct reflects where we are today. There was an agreement that the procedure should be fully reviewed in the future.

Steve Jones made a motion to approve

Junior Brainard seconded the motion

The motion carried with unanimous approval

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### **VI. Adjournment**

The meeting was adjourned at 4:29 p.m.