

Community College *of* Philadelphia

1700 Spring Garden Street
Philadelphia, PA 19130

**Student Affairs Standing Committee
MEETING MINUTES
February 24, 2016
3:30 p.m.**

Delegates and Alternates Present:

Administrative Appointees:

- Sandy Harrill
- Lynne Sutherland
- Claudia Curry
- Nikki Sarpolis

Federation Appointees:

- Steve Jones
- Lissette Perez
- Megan Rizzo
- Maureen Rush-Bogutz
- Jean Byrd (Alt.)

Student Appointees:

- Starr Williams

Guests Present: None

- I. Welcome and Call to Order – 3:36 p.m.** Steve Jones was appointed Chair for the day.
- II. Approval of Minutes** – Approved with one edit. Send minutes to James Stewart.
- III. Old Business**

Academic Integrity Policy Review

Members who volunteered to discuss revision to particular sections of the policy will have met by the next meeting. A concern was expressed that many people do not understand the policy

IV. New Business

Review of Appeals Process

Do members think that having four separate processes are appropriate? Are any clarifications needed? Many people do not understand these policies, and that needs to be addressed. Claudia, Starr and Megan will look at the policies – pp. 74-78.

Work-Study Students

Question for the group: If Work-Study students violate the code, should they lose their work position?

Depending upon the offense, would their employer know or find out? Should the employer be aware of the code violation? Should losing their position be added to the list of possible sanctions? Is losing Work-Study as a sanction already covered by the language on p. 72? It was agreed that the Committee would give this question further consideration.

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Student Suspension

There was a discussion of questions related to suspensions, particularly the issue of which people should or can be notified when a student is suspended:

Who is notified when a student is suspended, beyond certain faculty, Registration and Financial Aid? Who else needs to know, such as complainant, anyone else directly involved? Do we need to talk about a procedure that would inform everyone?

When a student is suspended for one week, and they miss homework assignments, they may be past the point of refunds to drop the course if they need to. Some faculty will drop students automatically if they miss a certain number of classes. The faculty should know if the students are suspended – it may make a difference if they are dropped from the class or not.

Administrators handle communications after a suspension, but it is not really written down or part of the code. There are guidelines that govern when a hearing needs to be held, etc. Some students can attend some of their classes, but not others.

Faculty not involved with the code infraction cannot be mandated to make accommodations if students miss too many classes because of a suspension.

But what happens if a student is suspended, appeals, and is found not responsible? Do we ask faculty to address this in their syllabus? Some students that are found responsible may withdraw from the class where the code violation occurred, but they are allowed back to campus to attend their other classes on academic probation. Because of this, faculty not involved with the violation would benefit from being informed. Does the policy need to state what faculty can and cannot do with absences because of this?

Right now, an interim suspension that bars the student from campus can be given before a hearing. Student Affairs makes the recommendation for interim suspension. If the student is suspended after the hearing, they are unenrolled and barred from campus. Registration and Financial Aid are notified for interim suspension, since no services are available for those students. Should faculty address all of this in syllabi, or should there be a general policy that states it is up to faculty to address or decide?

Sanction Notification

Notification is most likely of interest to all involved in the incident. Do we need to think more broadly, including sanctions and appeal outcomes? Should faculty not involved be notified, and should they know about code infractions, or only if it affects attendance? Many members said they would not want to know and possibly be biased. If you did

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know, would it make you more likely to follow through with reporting an issue with the same student, if you didn't think about it before, such as Academic Integrity? FERPA could play a role in informing others of something other than suspension.

Certain support programs around the College need to know about violations, and students understand that. If an Allied Health student, for example, plagiarized, Student Affairs can tell the department head, since it may be regarded as a breach of ethics the student is supposed to maintain.

VI. Adjournment

The meeting was adjourned at 4:42 p.m.