

# Community College *of* Philadelphia

1700 Spring Garden Street  
Philadelphia, PA 19130

**Student Affairs Standing Committee  
MEETING MINUTES  
November 20, 2019  
3:30 p.m.**

**Delegates and Alternates Present:**

**Administrative Appointees:**

- David Asencio
- Claudia Curry
- Sandy Harrill
- Nikki Sarpolis
- Ayanna Washington

**Federation Appointees:**

- Diane Brisbon
- Nicole Duncan Kinard
- Jill Meehan
- Maureen Rush-Bogutz

**Student Appointees:**

- Hui Chen
- Jennifer Johnson

**I. Welcome and Call to Order – 3:44 p.m.**

**II. Approval of Minutes**

Ayanna motioned and Nicole seconded that the **minutes of the June 26, 2019 meeting** be approved with the necessary corrections: On page two, change the word took to tool and correct the spelling for suggested and September. Motion carried as amended.

Ayanna motioned and Nicole seconded that the **minutes of the October 23, 2019 meeting** be approved. Motion carried.

**III. Old Business**

1. Restorative Justice

David will form a small Care Group to include Richard Kopp, Campus Safety from Main and regional campuses, counselors, Disability Center and Academic Advising. The Group will monitor students with aggressive behaviors. The team will meet on a weekly basis to review issues. The larger group will meet once or twice a semester.

Have Victoria and Jessica train the Care Group in the areas of FERPA and confidentiality. The goal is to help students succeed academically. Suggested that we have someone monitor (intervene) and work with students.

There are no issues to date that require BIT's (Behavioral Intervention Team) involvement. BIT was formed because people were not talking to each other. The goal is to get students to a healthy status, both personally and academically.

Sarah Byker James has a group that meets regarding restorative justice. Nicole will meet with Sarah to see what her group is doing about the subject. Per David, it is not a policy or procedure, but can be part of policy if we consider the sanctions involved.

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### 2. Grade Appeal

Vice President [Sam] wants to move this to the IWC. David shared a clean copy at today's Dean's Council meeting. Sam has the final word on the document. David is conducting additional research on how institutions similar to CCP manage the grade appeal process.

Query: Do the Union's bylaws indicate that faculty members have the final say? If they do not, this undermines professors.

### 3. Review of the revised Academic Integrity Policy Draft

Page one:

- Under the heading FACULTY, change the third bullet to iii.
- Under the heading VIOLATIONS OF ACADEMIC INTEGRITY, add examples using bullet points (e.g., if student is caught twice, violation becomes a Class 2).

Query: How does faculty determine what is a Class 1 and Class 2 violation? Examples: Student stole an exam – Class 1; Student cheated on an exam – Class 2. Add these examples to Sandy's draft. If student is caught twice, the violation becomes a Class 2.

Page two:

- Move to the top of the list of violations, the statement, *Violations of academic integrity will open a student to disciplinary action.*
- Under the heading REPORTING, revise the sentence to read, *When a faculty member believes that a student is deliberately violating the AI policy, it is his/her responsibility to do the following:*
- Capitalize the words class in bullet iii and iv.
- Under the heading SANCTIONS, revise bullet a. to read, *The faculty/department may impose academic sanctions as articulated in the course syllabus.*
- Add bullet b. – *The Judicial Board may recommend the following sanctions to the Judicial Affairs Officer*

Page three:

- Change bullet b. to c.; change the word Student Code of Conduct to Academic Integrity Code of Conduct
- Change bullet c. to d.
- Change bullet d. to e.; remove the bold highlights
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- Revise bullet i. to read, *Warning, Probation, or Discretionary Sanctions as described in section (b)*.
- Delete the section titled, APPEALS PROCEDURE

**IV. New Business**

1. Tool shed = procedures = separate discussion
2. At a future meeting, rewrite Article IV (Judicial Policies) of the Student Code of Conduct.

**V. Next Meeting**

Wednesday, December 18, 2019

**VI. Adjournment**

Nicole motioned and Sandy seconded that the meeting be adjourned. Motion carried.  
Meeting adjourned at 4:57 p.m.