

Community College *of* Philadelphia

MEETING MINUTES
Student Affairs Standing Committee
September 28, 2011
3:30 p.m., S1-9
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130

Committee Members Present:

Ellie Cunningham, Claudia Curry, Nicole Duncan-Kinard, David Greene, Diana Hill, Ron Jackson, Cynthia Walls, Don Weinberg

Alternates and Delegates Present:

Patti Conroy, Nikki Sarpolis, Tarsha Walton

Guests Present: None

- I. **Call to Order:** The meeting was convened by Nicole Duncan-Kinard. The names of Ron Jackson and Don Weinberg were submitted as co-chairs; Ron declined, and Don was unanimously elected chair. Nikki Sarpolis was nominated as recording secretary and was unanimously elected.

- II. **Approval of Minutes:** There were no minutes to approve.

- III. **Old Business**
Discussion: The charge of the committee for the past year was discussed, as well as the goals of the committee. As a group, the committee looked at the processes when students violate the code of conduct, minor and crisis situations, what actions should trigger an immediate response, and how departments handle obstruction of teaching. The committee had been asked to look into clarifying and updating the code of conduct for the benefit of faculty, staff and students. It has been agreed upon by faculty and staff that changes need to be made to the code. The committee ran out of time to finish the revised draft last year.

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Upon looking at the code last year, committee members suggested to remove items that do not belong in the student code or fall under the purview of the Standing Affairs committee, such as plagiarism. Once members of the Academic Affairs standing committee members complete a new process for handling plagiarism across all departments, this topic can be moved from the student code.

IV. New Business

Discussion: Like last year, it is recommended that two subcommittees are formed in order to complete the task of revising the student code.

Action Item: Approved a motion to create subcommittees in order to complete business of the committee.

Discussion: Two subcommittees are created—one to review definitions in the code, the other to review the processes within the code.

Definitions subcommittee: Ron, Ellie, Patti, Nicole, Diana, Tarsha, Cynthia. Ron will call the first meeting of the subcommittee to order.

Procedures subcommittee: Don, Nikki, David, Marge, Claudia. David will call the first meeting of the subcommittee to order.

V. Adjournment

The meeting was adjourned at 4:20 p.m.