

# Community College *of* Philadelphia

1700 Spring Garden Street  
Philadelphia, PA 19130

**Student Affairs Standing Committee**  
**MEETING MINUTES**  
**November 18, 2015**  
**3:30 p.m.**

**Committee Members Present:**

Administrative Appointees

- Sandy Harrill
- Donovan McCargo
- Lynne Sutherland
- Dave Watters

Federation Appointees

- Steve Jones
- Lissette Perez
- Megan Rizzo

Student Appointees

- None

**Alternates and Delegates Present:**

Administrative Appointees

- Claudia Curry
- Nikki Sarpolis

Faculty Appointees

- Jean Byrd

Student Appointees

- None

**Guests Present:** None

**I. Welcome and Call to Order – 4:10 p.m.** (rescheduled from 4-5 p.m.)

**II. Approval of Minutes** – Approved.

**III. Old Business**

**Student Appeals Process and Revisions**

Once the group revises the Student Code first, then members can look at judicial procedures and decide whether to make them the same/reduce the number of policies, or have them remain separate.

Notice of appeals – the complainant is invited to the hearing and can speak. An advisor for the accused can attend, but cannot speak. Once the Appeal committee makes a determination, the accused/complainant is informed. The complainant if currently involved in being notified/invited to the appeal of the decision, but the language for this may not be clear. What is being requested by members is the complainant being informed of the result of the appeal to the sanction.

Members will look at the entire section. Are there more changes? Some titles still need to be changed to reflect the College's reorganization. Are more definitions of language needed? Group will review and bring any suggested changes to the next meeting.

**IV. New Business**

**Shared Folder**

The chair will look into having a shared folder created, allowing the group to review documents more easily.

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## **Behavioral Intervention Team (BIT)**

A process is needed for to create the team. These individuals would handle issues that are not a direct violation of the Student Code, such as a student being dismissive in class, or not participating or not involved in classroom activity. The group would help determine what is going on, and what support/help is needed, if any. Starfish Connect has a form for concerns such as these. A behavioral report form is more for violations of the Student Code.

Informal hearings at the College are really mediation and a way to resolve issues. The volume of formal hearings this semester is high, and faculty are having difficulty talking and relating to students. Some issues go both ways. The College has the ability to assess a report, mostly from faculty, but it takes time. What is missing is a policy-driven mechanism that would set up an informal meeting/hearing for certain issues. A lot of times, there is a relationship issue or misunderstanding with a faculty and student, or between students.

The BIT members would be trained individuals who can reach out, intervene and be a mediator. A series of mandated outcomes need to be developed, such as a proper classroom etiquette class; if not, a sanction would be given. Some faculty could also benefit from a training class and bridge the gap that can exist with students. Procedures would support faculty, staff and students in this process. Faculty are not clear on what will happen when they submit a form.

A few years ago, the idea of forming a group to handle extreme and emergency cases was raised. Part of the purpose of the BIT would also address the mindset that “nothing ever comes of it,” so a form is not filled out. This is also an alternate to the judicial route, using conflict resolution to handle specific cases.

Some group members (Donavan, Lynne and Megan) will look at models used at other colleges and present to the group at the next meeting.

## **VI. Adjournment**

The meeting was adjourned at 5:01 p.m.