Community College *of* Philadelphia

1700 Spring Garden Street
Philadelphia, PA 19130

Student Affairs Standing Committee
MEETING MINUTES
November 16, 2016
3:30 p.m.

Delegates and Alternates Present:

Administrative Appointees:	Federation Appointees:	Student Appointees:
• Claudia Curry	• Alexine Fleck	• Troy A. Bundy
• Sandy Harrill	• Elisa McCool	• Tanja Irby
• Nikki Sarpolis	• Megan Rizzo	
• Lynne Sutherland	• Maureen Rush-Bogutz	
• David Watters		

Guest present: Jessica Hurst, Assistant General Counsel

I.   Welcome and Call to Order – 3:38 p.m.

II.   Approval of Minutes
Minutes were unanimously approved.

III.   Old Business

Revising the Student Code of Conduct
The College's General Counsel does not have major objections to a revision, so the group can move forward to editing the policy.

In order to assist students, staff and faculty in understanding the Code, we still may want to create an accompanying document to make navigating the process easier to follow. Possibly a flow chart—So you've been charged, etc., with an outline of the involved steps.

The group would like to edit the code for excess words/redundancy, plain English and organization. The document will be sent again to the group.

The Academic Misconduct and Plagiarism processes are not agreed upon throughout the College. The last time a major renovation of the Code took place was about 10 years ago.

Codes of Conduct at Other Colleges
Bucks – Some of their policies are quite short, and some sections had their own Web pages, such as judicial policies, that included supplemental links. Policies were much more streamlined. Their policies included the use of "will" and "must," but not "shall."

Camden – Their alcohol and drug policy is very long, but others are shorter. The policies are not all in the same place, but easier to read. The language is still quite legal.

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HACC – Their Academic Integrity and Behavioral processes are separate and different. Their Academic Integrity process does not go through the Dean of Students.

Miami-Dade – The document's arrangement made it easier to read, but the language was not helpful.

The Association for Student Judicial Conduct did not provide guidance or suggestions for a code of conduct.

One student member finds our Code confusing and had to search to find it. Many students do not realize College policies are even in the Student Handbook. The Behavioral Misconduct section starts in one place, and the process for this is found 10 pages later. It is lengthy, complicated and hard to follow.

The group discussed ways to talk about the Code to make students aware—New Student Orientation, separate document. Most likely, students will only read this when they need to, not before. Would it make a difference if students are required to read the Code and sign a disclaimer, saying they know it exists/have read it? Would this make a difference? Most of the issues addressed in the Code of Conduct are common sense, and most students do not commit these infractions. Making students aware of this through syllabi was raised as a possibility. Faculty may include this is they want, but they are not required to do so. English faculty discuss plagiarism in their syllabi.

After a discussion, the group created goals for a revised Code:
- Shorter, less wordy policies
- Better formatted and organized text
- For online version – more visual, better organized, easier to find, use links
- Discuss and decide if we think there should be separate policies for academic and behavioral misconduct
- Determine how we want students, faculty and staff to use the Code, and how we want students to access this information and know about it
- Begin with a positive introduction to the Code
- Possibly develop a College-wide definition of plagiarism and academic/classroom conduct

Next Steps
Review the text in sections and change for the print version first, then Web.

Vision/Opening – Alexine, Maureen
Code definitions – Lynne

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Arrange list – TBD
Academic Integrity – put into different place – Elisa, Nikki
Procedures – own section – TBD
Appeals – Sandy
Headings – Elisa and Megan
Clarity – Troy and Tanja

Claudia and Dave will find or create a flow chart that helped describe Code procedures.

For Next Meeting
On Dec. 14, we will discuss headlines and formatting, and possibly Appeals.

IV.   Adjournment

The meeting was adjourned at 5:00 p.m.