

Community College *of* Philadelphia

1700 Spring Garden Street
Philadelphia, PA 19130

**Student Affairs Standing Committee
MEETING MINUTES
September 27, 2017
3:30 p.m.**

Delegates and Alternates Present:

Administrative Appointees:

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

Federation Appointees:

- Kathryn Birster
- Alexine Fleck
- Elisa McCool
- Aubria Phillips
- Megan Rizzo
- Maureen Rush-Bogutz

Student Appointees

- Troy A. Bundy

I. Welcome and Call to Order – 3:40 p.m.

II. Approval of Minutes

Minutes from the April 2017 meeting will be distributed for review at the October meeting.

III. New Business

Selecting Chairs and Secretary

Megan Rizzo and Sandy Harrill were selected as co-chairs, and Nikki Sarpolis was selected as secretary.

Posting Policy

A possible policy for review, with the Business Affairs committee, is the posting policy.

Signature Policy

Aubria stated there are several issues students are having with the signature policy that enables students to get into a class that has already started. The process of obtaining a signature from a department head can take time, and other students can get into the class before these students get signatures. Students do get frustrated and can leave the college. This would be under the purview of the Academic Affairs committee, but we can support a change to this policy. Department heads have drafted a proposal, and Sam Hirsch is in the process of drafting a change to the policy.

Lack of Students to Serve on Standing Committees

Troy and others discussed the difficulty of getting students to serve on standing committees. The College needs something to help students get interested in serving and explain that this is a way to have your voice heard. We also need to explain the purpose and importance of the committees. A student could accompany faculty, staff or another student to a meeting to see what it is like. Groups can also start to ask faculty

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members to ask or recommend students. Troy said the students he talked to seem intimidated to serve on a standing committee, and having a faculty member ask or recommend them would give them some confidence they can be a valuable member of the group.

Student Transportation Issues

Some students are not attending class because they are unable to afford public transportation. With a change to SEPTA's policy, two packs of tokens lasts only one week. Troy has spoken with Dr. Generals about the possibility of a passcard for SEPTA to be available for purchase at the Bookstore. Troy will follow up with Dr. Generals. Dave has a meeting with Derrick Sawyer about the possibility of the Bookstore revising the token policy and what to do after the tokens are phased out. There is the Pinckus fund scholarship for transportation that could help some students. KEYS and Single Stop may also be able to help some students as well.

Lactation Site for Students Study

Claudia's survey has assessed the need for lactation rooms for students. The HR area has a designated room for faculty and staff at the 1500 Annex, and a policy, but not for students. Refrigeration is also needed in the rooms. Claudia is finding out what other colleges have done to provide rooms and create policies.

IV. Old Business

- Our goal is to finish editing and revising the Student Code of Conduct. Last year, changes were made that did not need IWC approval, such as formatting and font changes, but we may have wanted some text in different places. Text is still justified. On page 65, the headline was changed and terms/definitions were combined.
- Sandy will email previous documents.
- On page 65, where obeying state and federal laws is discussed – do we also need to differentiate between the way the College and law enforcement would handle things? This paragraph is still out of place – we can check our revision from last year.
- The groups would still like to try and separate academic integrity judicial appeals and processes from behavioral conduct processes. Elisa will see how other institutions are handling academic integrity and how the English department is progressing with their efforts handle academic integrity.
- There are still also 3 appeals processes in different places throughout the code. Work to reorganize the information into the correct sections. There is too much flipping

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back and forth in the Handbook to follow what appeals process belongs with each code violation.

- If the group would like to submit all revisions by the April IWC meeting, we need to finish our work by February in order to present changes to our committee and make edits. The next draft will be completed by early March, since the College's lawyer will need to review first. Then we will make necessary changes requested by the IWC. The Handbook is printed in June.
- In order to complete edits, members will be asked to work on their own section. Megan will create an Outlook group so we can share the latest versions of our documents.
- Alexine discussed the student court system implemented by other colleges. This was mentioned at a meeting last year. Students serve on the judicial panel after they have committed an infraction and given a sanction. This could be a useful idea for the College.

IV. Adjournment

The meeting was adjourned at 4:43 p.m.