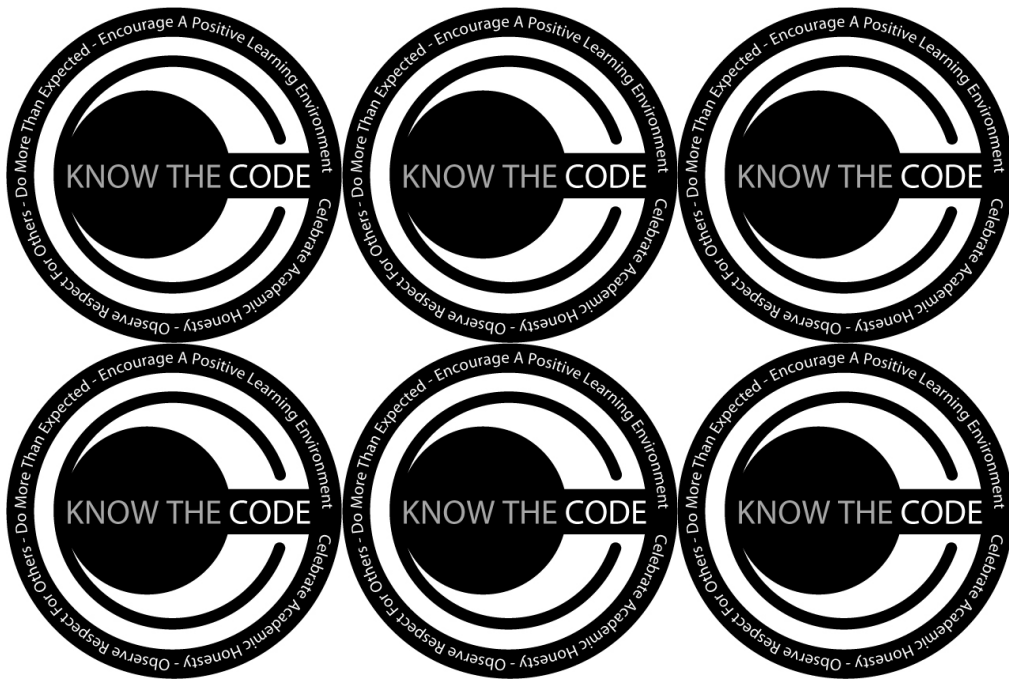


KNOW THE CODE

Leadership Institute 2005-2006

Marianna Chiaravalloti • Kathryn Duffy • Brian Seymour • Denise Solomon



**Community College of Philadelphia
Leadership Institute
2005-2006**

Project Final Report

Project Proposal: Focus on Core Values: An Awareness and Implementation Campaign of the Student Code of Conduct

Members: Marianna Chiaravalloti, Kathryn Duffy, Brian Seymour, Denise Solomon

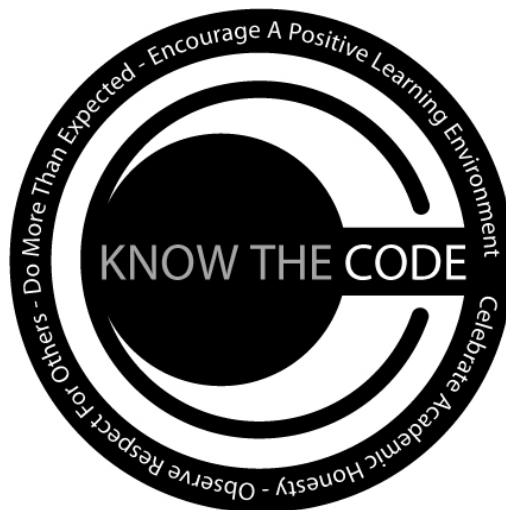
Overview:

The purpose of this project is to make the college community aware of how the Core Values and Code of Conduct can be reinforced and implemented at Community College of Philadelphia. The goal of the project is to touch the entire college community through raising the awareness of and implementing what is already in place.

Our group designed an awareness campaign: “Know the CODE” and synthesized the spirit and intent of the Core Values and Code of Conduct into the acronym CODE:

Celebrate academic honesty
Observe Respect for Others
Do more than expected
Encourage a positive learning environment.

In addition, our group worked on developing a recognizable logo for the campaign to be used on various print and electronic documents throughout the campus.



More than just an awareness campaign, our group plans to offer real ways to implement “Know the Code.” Some of these ways will include: having a place on “MY CCP” with links to the Core Values and Code of Conduct, as well as links to other resources involving plagiarism, study skills, and other helpful/relevant topics. Other ways will be offering our logo to faculty for use on their syllabi as a way to communicate and reinforce the College policies regarding academic honesty in a positive way.

Research:

Institutional Research

We researched the following:

- What are the Core Values and Student Code of Conduct at Community College of Philadelphia;
- Where can one find these materials both on-line and in print;
- Is the college community aware of the Core Values and Student Code of Conduct.

Findings:

- What are the Core Values and Student Code of Conduct at Community College of Philadelphia
- Where can one find these materials both on-line and in print

Print

The Core Values are not printed in the catalog. The Student Code of Conduct is mentioned in the catalog with reference to where individuals can get a copy. The Student Code of Conduct is printed in the Student Handbook, available in the Student Life Center.

Web

The Core Values were listed on the home tab in the MyCCP portal under the Mission Statement box; however, they were not located on the College’s homepage. The Code of Conduct was on the College’s homepage; however, the Core Values were not listed anywhere on-line.

- Is the college community aware of the Core Values and Student Code of Conduct

To research whether or not the College Community was aware of the Core Values and Student Code of Conduct, our group conducted a survey. The survey included students, faculty, and staff. 99 individuals were interviewed (53% students, 15% faculty, and 32% staff). Of those surveyed, 100% felt that it was important that the College have a statement of Core Values and a Code of Conduct. While 69% of the survey participants were aware that the Core Values and Code of Conduct existed at Community College of Philadelphia, 78% were either unaware or only somewhat aware of what they were. Indeed, almost every survey participant (98%) felt that it would be beneficial to have the Core Values and Code of Conduct more visible at the College.

The following questions were asked:

1. Do you have a general understanding of what is meant by the Student Code of Conduct and statement of Core Values?
2. Are you aware of a Student Code of Conduct and Core Values that exist at the College?
3. Do you know what the Student Code of Conduct and Core Values are? (responses: yes, no, somewhat)
4. Do you feel it is important that the College has a Student Code of Conduct and Core Values?
5. Do you think it would be beneficial to the College to have the Student Code of Conduct and Core Values more visible at the College?
6. In addition to the College's website and My CCP, how and where would you like to see the Student Code of Conduct and Core Values displayed?
7. If you saw or heard someone in the College community behaving badly, e.g. vandalizing, littering, using hate speech, acting rudely, would you approach this person? (responses: definitely, most likely, probably not, definitely not)
8. If you would not approach this person or would feel uncomfortable which response best characterizes how you feel? (responses: threatened, it's not my business, I can't change people, it's not my responsibility, other)
9. Please use the space below to make additional comments about any of the above questions and please make reference to the particular question:
10. Thanks! That's it!
Watch out for the Know the Code Campaign in Fall 2006!
Please tell us anonymously who you are: (responses: staff, faculty, student)

The data was compiled and the results were examined (Please see Appendix A for full review of data and charts).

Literature Search

While some colleges present their Core Values and Student Code of Conduct in similar ways to Community College of Philadelphia, others compile their views in an

Honor Code or Honor System. Research was conducted regarding how such policies gain awareness and implementation. Rather than create a new honor code or honor system, our group decided to promote what was already in place at the College.

1. Develop an awareness campaign
 - a) Synthesize the intent of the Core Values and Code of Conduct into a more recognizable/digestible mode;
 - b) Select four key points that capture the Core Values and Code of Conduct (CODE: **C**elebrate academic honesty, **O**bserve respect for others, **D**o more than expected, **E**ncourage a positive learning environment);
 - c) Develop a slogan: “Know the CODE;”
 - d) Develop a symbol/logo that goes along with “Know the CODE.”
 - 1) met with Office of Communications and Government Relations to ensure that our group followed all College requirements and procedures for designing a logo
 - 2) Office of Communication and Government Relations assigned a designer to our project
 - 3) Met with one of the College’s designers
 - 4) Met with outside designers
(Please see Appendix B for drafts of the design)
2. Learn about the College’s current awareness of Core Values and Code of Conduct
 - a) Designed a survey (Please see Appendix C for copy of survey)
 - b) Issued survey to 99 individuals (students, faculty, and staff)
 - c) Compiled data

Next steps and long-term goals:

1. Initiate the awareness campaign
 - a. Finalize the selection of the symbol/logo
 - b. Attend the Department Chair’s Meeting on May 1st to present the “Know the Code” campaign
2. Develop a web based location for “Know the CODE”
 - a. Design a “Know the CODE” link on “My CCP”
 - b. Determine helpful links for “Know the CODE” (example: information on avoiding plagiarism, the unabridged Core Values and Code of Conduct)
3. Advertise “Know the CODE”
 - a. Place signs around campus
 - b. Draft a letter to faculty with the “Know the CODE” symbol/logo for placement on syllabi

- c. Present information on “Know the CODE” at the Freshman Orientation
- d. Present information on “Know the CODE” during Professional Development Week
- e. Present information on “Know the Code” during New Employee Orientation

Our group will continue to work on getting the project institutionalized within the College; however, changes have already occurred. When our group found that the Core Values were not on the College’s webpage, we brought this to the College’s attention. The Core Values have since been placed on the webpage.

Although our group members decided to continue to work on our project after the Leadership Institute, our hope is that the idea of “Know the CODE” will be something that becomes institutionalized in the College as awareness increases. For example, if our symbol/logo appears on the syllabi of teachers, students will get used to seeing it each semester and will learn what it means. If the symbol and accompanying literature is something that is included in Orientation packets for students each term, “Know the CODE” will be something that students learn about from their first day at Community College of Philadelphia. If the symbol/logo appears every time the students log on to “My CCP,” it will become recognizable. The concept is something the College has already institutionalized through the creation of the Core Values and Code of Conduct, our goal has been (and will continue to be) to make the College community aware and proud of the values the College upholds.

Assessment results or plans for assessment:

Our group intends to conduct another survey after the campaign has been initiated to determine whether the College’s awareness has increased.

An explanation of how the project relates to this year’s theme of “Fostering Student Engagement and Persistence”:

Our group wanted to design a project which would help students feel more connected to the College. Because the Core Values of an institution are like a fingerprint, we thought it was important for the College community to recognize that fingerprint. Students do not necessarily arrive at Community College of Philadelphia knowing what it means to be a student. Moreover, faculty and staff cannot promote the Core Values and Code of Conduct if they are unaware or unsure of what these things are. Our campaign, “Know the CODE,” makes the College’s values more visible and real. Our hope is that this will help promote pride in the institution, which can foster student engagement and persistence.

A summary (from each individual) of what you learned by doing the project and how it impacted you as a leader:

Marianna Chiaravalloti

Taking part in the Leadership Institute has helped my professional growth. It has been a great professional networking experience. I've learned valuable insight about the College's mission and vision. With our readings and sessions I gained valuable advice and lessons on leadership qualities and styles. For example, with the Myers Briggs exercise I gained awareness of various personalities and leadership styles. This exercise helped me understand myself and how to deal with others. I really enjoyed reading Max Dupree's book [Leadership is an Art](#). He affirmed my view on the qualities a good leader should have, such as good communication, integrity, caring, and collaboration.

I enjoyed being part of the Leadership Institute because our group was very diverse, but we all shared the same idea - caring about students' success. Working together has taught me to work effectively and collaboratively while increasing networking with different offices and administration throughout the college. Working with my team and developing our project has taught me that you have to keep your idea simple and focus on one issue at a time. Together we have learned that support is essential in order for one's plan to be a success. Mostly everyone has helped us in our path. In fact, we are pleased that our campaign has gotten the Core Values added to Community College of Philadelphia's home web page and will be posted in the 2007-2008 College Catalog. Hopefully within a year the Core Values will be posted throughout the College. It has not been easy; in fact, we had our path blocked during our logo creation. We felt as if we were being turned down even though we followed proper channels. Nonetheless, it was a learning experience and we have remained positive.

In sum, the Leadership Institute experience has helped me both personally and professionally. It has had a great impact on me because it has helped me reflect about myself. It is an experience which will remain with me and I remain grateful for having been chosen.

Kathryn Duffy

The Leadership Institute brought me back to feeling as though the power to light candles (rather than cursing darkness) still exists within our reach. I often feel as though I am trudging through the ashes of fires that once burned strong as I attend meetings and listen to the comments of fellow members of the College. The Leadership Institute showed me that the sparks are still there.

I was fortunate to be part of a group of positive thinkers. I loved the idea that our project was idealistic and optimistic. Each member of our group brought something very special—Marianna had excellent networking skills and was able to bounce ideas off of many different people throughout the College; Denise had a way with checking on the details and making sure we didn't forget things along the way; Brian brought his creativity, internet savoir-faire, and decisiveness, allowing us to develop ideas but not get too off track. I typically do not enjoy working with groups, but I found this group to be very different. Everyone put their heart into this project.

I think I learned that leadership involves compromise, but not giving up on where one's heart lies. I really pushed for deciding on this project because I really believed we could make a difference. "Know the CODE" is simple, yet powerful. It's a recipe for a better future: Celebrate academic honesty, Observe respect for others, Do more than expected, Encourage a positive learning environment. When our group encountered road blocks, our enthusiasm never faded. I found myself willing to fight whatever negativity got in the way rather than merely stepping around it. I think that is what lighting candles is all about.

Brian Seymour

I have grown as a leader through my work on the Group project. In part this is due to great group members who were always prepared and accommodating. Our group quickly learned each other's leadership styles. This was essential in evaluating individual strengths that allowed us to establish a division of activities. Despite our acknowledged areas of expertise, we equally shared responsibility for group meetings and deadlines and as a result had little or no conflict. I flourished in this group setting. I enjoy having a forum to bounce ideas off of others and in the process I learned to become a better listener and to allow other voices to shape the discussion. This has helped my sense of leadership and given me confidence to take on new challenges. I have enjoyed seeing our vision come to reality over such a short period of time. Overall, this has been a very positive experience.

Denise Solomon

The Leadership Institute (LI) has been an informative, thought-provoking and challenging experience for me. It has afforded me the opportunity to brainstorm and network with both my team project members and other LI participants.

Working with my team project members proved to be very valuable. The various skills, strengths, talents and expertise we each brought to the LI helped to create a project that will be beneficial, manageable, sustainable and invaluable to the College community.

I became more aware, through my experience participating in the LI, the importance of communicating with faculty, administrators, and staff members and going through the proper procedures in order to get the type of assistance and approval we need in order to complete our project.

I observed how important it is to be aware of and respect different personality types. The Myers-Briggs model of personality was very useful in working with my team members. It brought about an understanding of what motivates and drives people and why people react or perhaps do not react in certain ways.

I learned a lot by listening to the various speakers and the valuable information they provided. The monthly readings and questions posed by the LI Message Board, based on the readings, for the most part were stimulating. It allowed me to take the time to read, think and come up with my own conclusions. However, I felt it would have been beneficial to discuss the readings and review the questions in more depth during the monthly LI sessions.

The Leadership Institute provided an opportunity for me to appreciate working in a team setting. I was stimulated by the ideas that were continuously flowing amongst us during our team meetings, and as a result, we were able to come up with and develop a great project. I feel fortunate to be a part of this project and to have been able to work with such intelligent, professional, committed and dedicated individuals.

The Leadership Institute has definitely provided exposure into the various aspects of leadership and an opportunity for those of us not currently in a leadership position to possibly consider becoming a future leader.