Community College *of* Philadelphia

1700 Spring Garden Street
Philadelphia, PA 19130

Student Affairs Standing Committee
MEETING MINUTES
October 24, 2012
3:30 p.m.

Committee Members Present:

Administrative Appointees	Federation Appointees	Student Appointees
• Claudia Curry	• Junior Brainard	• Devon Hamwright
• Ronald Jackson	• Ellie Cunningham	
	• Joel Tannenbaum	

Alternates and Delegates Present:

Administrative Appointees	Faculty Appointees	Student Appointees
• Nikki Sarpolis	• None	• Rachel Ajibolade
• Tarsha Walton		

Guests Present: None

I.   Call to Order – 3:44 p.m.

II.   Approval of Minutes – 9-26-12
The minutes will be emailed to members for approval.

III.   Old Business
a. Campus Environment – Spitting, Noise and Graffiti
The committee can review the existing policy and determine if we may want to write a short Code of Civility – general gracious behavior while at the College – no spitting, use recycling bins, throw away garbage, etc. A faculty member will provide the committee with the English department's Code of Civility.

b. Policy and Procedure #5 – Attendance, Withdrawals and Grade Reporting
Discussion of the Policy: Faculty can now withdraw students online. The College's current policy states a student may be withdrawn after they have not attended class for two weeks. The withdrawal date, no matter when the withdrawal is submitted, is the day the student stopped coming to class. The withdrawal date could have implications on whether or not the student has to repay financial aid money. Stricter financial aid guidelines mean a failing grade or withdrawal are more problematic. Even if a student is failing but attending class, they can choose to stay in the class in preparation to do better when they take the course again.

Currently, the responsibility to withdraw a student from a class lies with faculty, but should the responsibility shift to the student?

A member who worked at Delaware County Community College reported at the last meeting that the college rescinded the policy due to legal issues. The committee will ask that the member bring documentation about their experience with the policy. If the

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College repealed the policy, faculty members could include attendance information in their syllabi.

c. Communicating Policies to Students

Next year, the Student Handbook will include the form to file a complaint against another student. If the student wants to file a complaint against a faculty member or staff member, they are to talk with the faculty member. If they are uncomfortable, they can speak with the department head.

Some faculty are unaware the Student Code of Conduct was revised, and some do not understand a report filed for information only and filing a complaint. The committee chair will write summaries for both student and faculty to clearly communicate procedures.

IV. New Business
a. Smoking on Campus

There is a no smoking policy at the College, but it is not being enforced. Security would be responsible for making sure smokers adhere to the policy. The following actions could assist in carrying out the policy:
- move ashtrays away from doors
- redraw lines representing designated smoking areas

b. Safety Issues

Members discussed a few issues regarding safety on campus:
- Individuals who are not students enter buildings on campus. While several people are entering the building at the same time, it is possible for some to get by Security. Students have encountered individuals who claim to be students but are unable to produce a student ID.
- Library – would cameras ever be an option? A Library staff member walking around more/more staff? A student had her purse stolen.
- Winnet Building – A back door is perpetually propped open. This door is an exit only. In the Courtyard, some lights are not coming on at night.
- Cars not stopping for walkways. The College has addressed this concern with City Council and has made officials aware of this problem.
- Blue lights – emergency phones are still being looked at as an option. These lights would be installed throughout the campus.

c. Computer Availability on Main Campus

There are few computers in the Library, and the SACC labs are frequently full. The committee chair will talk with the appropriate dean about the number of computers in both areas.

V. Adjournment

The meeting was adjourned at 4:27 p.m.