

# Community College *of* Philadelphia

1700 Spring Garden Street  
Philadelphia, PA 19130

**Student Affairs Standing Committee**  
**MEETING MINUTES**  
**September 26, 2013**  
**3:30 p.m.**

**Committee Members Present:**

**Administrative Appointees**

- Larry Arrington
- Claudia Curry
- David Greene
- Ron Jackson

**Federation Appointees**

- Junior Brainard
- Ellie Cunningham
- Steve Jones

**Student Appointees**

- Pilar Muhammad
- Cindy Ngo
- Aubria Phillips

**Alternates and Delegates Present:**

**Administrative Appointees**

- Wendy Kohler
- Nikki Sarpolis

**Faculty Appointees**

- None

**Student Appointees**

- None

**Guests Present:** None

**I. Call to Order – 3:34 p.m.**

**II. Welcome/Introductions**

**III. Charge of Committee**

The scope of the committee was discussed; the committee considers and evaluates policies and procedures related to student affairs, such as the code of conduct and the student appeals procedure. The group talked about the changes made to the appeals procedures last academic year, and how proposed changes to academic policies overlap into the purview of this committee.

**IV. Meeting Date**

The committee meets the fourth Wednesday of the month at 3:30 p.m. in S1-09. The meeting on Oct. 23, 2013, will be held in BG-7.

**V. Selection of Committee Chair and Secretary/Recorder**

Ron Jackson was elected chair, and Nikki Sarpolis was elected secretary.

**VI. Old Business**

**a. Academic Integrity Proposal**

The Academic Integrity Work Group, a subcommittee of the Academic Affairs Standing Committee, is still working on revisions recommended by the IWC. The recommendations included making the process for sanctions of the cheating, integrity and plagiarism policy to be more like the Student Affairs process. The Work Group will present to the Standing Affairs committee about these changes in the future.

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## **VII. New Business**

### **a. The impact of financial aid changes**

Some faculty do not know or understand how changes in financial aid can impact a student who they withdraw from a class, and some students do not realize the implications of these new rules. A member suggests inviting Gim Lim, the director of Financial Aid, to a meeting to explain the policies.

### **b. Should the College create a health care center?**

Due to health care incidents involving students and the new Affordable Health Care Act, which will require all individuals to secure health care coverage by 2014, is a health care center something the College should consider? The College used to have a Health and Wellness Center, staffed with two nurses. In addition to reviewing our current policy relating to a health care situation, two groups of members will look into the following: current needs of students and staff, and if these needs are being met; and the policies and resources present at other colleges. The former Health and Wellness Center's last audit may help provide insight into some of these questions. Members will bring their findings to the October meeting.

### **c. Revised Code of Conduct—Educating Faculty**

The group discussed a few ideas to make more faculty aware of the changes to the Code of Conduct. Faculty have the opportunity to learn about the changes during fall and spring orientation, as well as Professional Development. Previously, the group talked about putting this information in the Faculty Handbook. Should something be online? A member has a draft of a flow chart that was previously created. The group can review and discuss the draft.

### **d. Maxient System**

The first annual report created from data from the Maxient system was given to the group. A member stated that some faculty do not use the system because they believe the process will not adequately address their issue or circumstance. Specific concerns of faculty can be brought to the committee's attention.

At times, faculty are frustrated that they do not find out the outcome of a case. With privacy laws, a limited amount of information can be disclosed. Faculty are invited to sit in on meetings for informal infractions. If faculty do not attend, the outcome cannot be discussed with faculty. The faculty member is informed when the Dean of Students meets with the student. Certain situations are handled by the Office of Diversity and Equity.

One member has suggestions/specific questions posed by faculty members about the Code of Conduct and Maxient. These topics can be discussed in a future meeting.

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Issues that lie outside the purview of the committee, such as assessing why some faculty are not using the system, or educating faculty about Maxient, can be discussed independently of the committee.

**VIII. Adjournment**

The meeting was adjourned at 4:32 p.m.