

Community College *of* Philadelphia

1700 Spring Garden Street
Philadelphia, PA 19130

**Student Affairs Standing Committee
MEETING MINUTES
April 27, 2016
3:30 p.m.**

Delegates and Alternates Present:

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- Administrative Appointees:
 - Claudia Curry
 - Sandy Harrill
 - Donavan McCargo
 - Nikki Sarpolis
 - Lynne Sutherland
 - David Watters
- Federation Appointees:
 - Steve Jones
 - Lissette Perez
 - Megan Rizzo
 - Maureen Rush-Bogutz
- Student Appointees:
 - None

Guests Present: Elisa McCool, Girija Nagaswami, Francie Woodford

- I. Welcome and Call to Order – 3:36 p.m.**
- II. Approval of Minutes – approved.**
- III. Old Business**

Academic Integrity Policy Review

The English faculty brought recommendations to the committee for revision of the policy and the letter to students, which are as follows:

- Explain that a hold will be put on students' accounts because of their reported violation of the policy. Define what this means, and that they need to respond to the alleged violation. Students can go to the Dean of Students to discuss the issue. They may admit the violation or take steps for a hearing to be held about the matter.
- Can there be a separate reporting form or rename the current form?
- Can there be an FYI option, or informal notification, that allows faculty to report an incident for academic integrity just to have the incident on record, but with no action? Faculty treat some incidents as learning moments, and the issue may actually be a mistake, or the student may not be aware of the policy and what constitutes plagiarism. It may help to suggest that all incidents are reported for a uniform student experience. That way, we may also discover a student is doing the same thing in multiple classes. If that is the case, at what point are they charged with violating the policy, and which incident will be reported as the violation?

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- For the sanctions – a reorder is suggested: academic sanctions assigned by faculty, warning, probation, College suspension, College expulsion. Should work assignments be deleted, since it could fall under academic sanction already? Do we keep the academic sanctions if we want to have more uniform student experiences?
- Letter to students – the potential revisions would more clearly state student options: have a hearing, or waive their right to one.

The group thinks the proposed changes are a good idea, so how do we move forward? Letter would need to be reviewed by counsel.

Since many students admit their infraction of the policy, not many of these cases go to hearing. Many students do not respond at all. If they receive a letter saying if you accept responsibility, the hold is lifted.

One suggestion for the Academic Integrity policy is to leave in the word discretion, because it will be used anyway.

When plagiarism occurs for the first time, many faculty want to use this as a teachable moment. In many four-year schools, students are expelled. The majority of cases are not clear cut, and many students do not realize what they have done is considered plagiarism. There is still a question of when do we teach students about this, and when do we hold them accountable? Intent versus skill level/understanding is present in every situation. In the Code, it does say the word “intentional” referring to cheating, but does not say that when talking about plagiarism. That should be reviewed to possible change that.

Some academic policy violations are being reported through Starfish, but other faculty and staff cannot see these.

Faculty also need to know where the behavioral form, or if we have an FYI form, are located, and that the form(s) exist. New faculty orientation discusses this, but many part-time faculty do not know about the behavioral form. There has been a Professional Development session on this, and a proposed session for last year was not approved. The deadline has passed for submissions for fall 2016 Professional Development. Some people do not use the form because of bureaucracy and unsure of what will happen to the student.

Ideas on informing faculty and students:

See if Claudia, Dave Watters and Donovan can attend department meetings to discuss the form, uses and policies

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Email information to new faculty

Video to show in classes with quiz – also include info about classroom expectations

One-page document about behavioral reporting form

Screenshots

Talked about in the new FYE course?

The English department is working on teach tools for their faculty and putting the plagiarism handbook on hold in light of the policy review and revision.

Some faculty also feel that academic integrity is not a Student Affairs issue and should be handled by them and their department.

Another question raised by members of the group and faculty is if an action affects your grade, shouldn't it be reported?

IV. New Business – Matters in the Classroom Review

Claudia and Megan reviewed the Appeals Process for Matters in the Classroom, and agreed it is wordy, confusing and needs clarification. Numbering items and using bullets would help. The policy jumps around and needs to be coherent. Does the group think we still need separate policies for the type of infraction?

Instead of reviewing just Matters in the Classroom, the group would like to review the entire Code and suggest changes. Donovan will assign sections. The group discussed if this is our purview, and what goals do we have for this undertaking? If we are a policy generating entity, rewriting doesn't exactly fit, but we would be the best option right now to complete this. The group has agreed to meet in May and June.

The College's General Counsel did not accept our proposed changes to the policy, because some issues could arise. The complainant is entitled to come to hearings, except in cases that are violations of the law, and are made aware of the outcome. Some hearings can include information that a complainant is not entitled to hear. Currently, complainants are invited to hearings, but the group wanted to state this in the policy. There are always ways around things, according to Counsel, but not the way our changes are written; there can be misinterpretations.

Since the College is consistent with VAWA, we do not need to include this in our review.

She is willing to speak to the group, and we will invite her to the next meeting.

IV. Adjournment

The meeting was adjourned at 5:05 p.m.