

# Community College *of* Philadelphia

1700 Spring Garden Street  
Philadelphia, PA 19130

**Student Affairs Standing Committee  
MEETING MINUTES  
November 15, 2017  
3:30 p.m.**

**Delegates and Alternates Present:**

**Administrative Appointees:**

- Andrenna Gibson
- Sandy Harrill
- Nikki Sarpolis
- Lynne Sutherland
- David Watters

**Federation Appointees:**

- Maureen Rush-Bogutz
- Elisa McCool
- Aubria Phillips
- Megan Rizzo

**Student Appointees**

- Troy A. Bundy
- Marcus Ecks

**I. Welcome and Call to Order – 3:36 p.m.**

**II. Approval of Minutes**

October minutes are approved with changes.

**III. Old Business**

**Student Code of Conduct**

- A member noticed the online version of the Handbook needs to be updated.
- Sandy is making changes to create a current version of the code.
- The group discussed academic integrity, and how reporting this affects students, especially after they transfer. There is no permanent record. The College holds judicial records for three years. The only thing that stays on a transcript are suspensions and expulsions. These actions stay on record at the College in case a student returns, and a student would have a hold on their accounts, etc. until they complete re-enrollment steps. Transfer institutions rarely ask about academic integrity violations. Warnings are not reported to transfer institutions unless they specifically ask for them. Some schools ask about academic integrity in terms of questioning whether students are guilty/responsible of violations. Each school uses different wording. Having an FYI option in Maxient would help distinguish between a misunderstanding of plagiarism/academic integrity policy or something that is a repeated event. Schools usually do not ask us about warnings.
- In the academic integrity policy, it says there is a hearing committee, which would take place instead of a judicial hearing. The hearing committee ran for one year, then there were issues getting faculty, student and administrators to volunteer. This could help determine if the issue can be resolved or would need further attention, and would be helpful to someone unsure of reporting a suspected violation or

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incident. We could suggest/create procedures, guidelines and definitions for a hearing committee.

- The first two lines under Reporting in the academic integrity policy are ambiguous – how do other schools phrase this? Discretion will always be involved, but some explanation of discretion/judgment is needed for clarification. A revision to these two sentences, and any general definition of plagiarism, should be driven by faculty. Rewriting a policy to recognize and help define discretion instead of not documenting everything, and educating colleagues about it, in addition to reviving the hearing committee, would help avoid confusion for anyone questioning/reporting academic integrity violations.
- If a student is accused of a violation, there is an automatic hold placed on their account, and they are not able to register for classes, etc. They can now accept responsibility by signing a letter and waive their right to a hearing, speeding up the process and getting a hold removed sooner, except in extreme cases. Previously, students would need to visit the dean in order to accept responsibility and to get a hold lifted. Language in the code needs to be updated to reflect this.
- There has been a case where a minor issue was reported at the end of the semester, and no hearing was scheduled, but there was still a hold for the student. The student missed the opportunity to sign up for classes over something that could have been resolved without a hearing. Because the academic integrity policy states everything must be reported, misunderstandings, or issues that have been resolved through conversations with a student, can cause a student to miss a semester, miss payment, and potentially drop out.
- As of last year, there are different levels of holds. Some holds do not allow you to go to class, such as a disciplinary hold, and there is one for academic integrity as well. Those students are allowed to attend class.
- Jessica Rossi in the Library is helping to create a statement about plagiarism. She will also be hosting a learning community through the FCTL in the spring to discuss citations to avoid plagiarism issues.
- Elisa will talk with the English department again about changes to the academic integrity policy and when informal actions/resolutions could be appropriate. There would still be collaboration with the dean of students, since any reporting would go there first.
- The Judicial committee also hears academic integrity cases. Should there be an academic integrity hearing committee? Many think yes, and this process should be more faculty driven, since this is different than a behavioral violation.

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- Judicial training is important for any committee, and all members should have this instruction.
- There could be different levels of academic integrity infractions/violations. After a warning or one violation, the matter would go to a judicial hearing. Would one academic integrity infraction warrant skipping a hearing committee and going straight to a judicial hearing?
- Faculty and staff are using Starfish to report incidents that should go to Maxient. In Starfish, you can refer students for help by a counselor, etc., for something that is not a behavioral issue.
- We can work on policy to reflect what we would like, such as how we can push the implementation of an academic integrity hearing committee. If this is not possible, we need to revise language in the policy.
- Since the College has had many judicial hearings, could Dr. Braverman visit the group, depending on how much longer he is here? The group would like to hear how this is being accomplished.

#### **IV. New Business**

##### **Signature Policy**

The Academic Affairs committee is working on this. Any change would probably be in effect for fall 2018. Some are against changing this policy at all. We are currently one of two colleges known to not have a free drop/add period.

#### **IV. Adjournment**

The meeting was adjourned at 4:55 p.m.