

Community College *of* Philadelphia

1700 Spring Garden Street
Philadelphia, PA 19130

**Student Affairs Standing Committee
MEETING MINUTES
April 25, 2018
3:30 p.m.**

Delegates and Alternates Present:

Administrative Appointees:

- Claudia Curry
- Andrenna Gibson
- Sandy Harrill
- Nikki Sarpolis
- Lynne Sutherland

Federation Appointees:

- Kathryn Birster
- Elisa McCool
- Megan Rizzo
- Maureen Rush-Bogutz

Student Appointees

- Troy A. Bundy
- Michael Luna
- Asia Mapp

I. Welcome and Call to Order – 3:41 p.m.

I. Approval of Minutes

March minutes are approved with edits.

II. Old Business

Meeting with Dean Asencio

Elisa, Sandy and Megan met with the dean to discuss the committee's work and the Code of Conduct. He specified that in his previous positions, academic integrity was not under his purview, and it was not part of the institution's code of conduct. He believes that it should not be part of judicial hearings. The Library is working on resources to educate students who have been suspected of plagiarism instead of sanctions. It would still be up to the faculty member to determine the grade – whether the student fails, receives an incomplete, does an assignment over or gets one grade lower on their work. The dean is looking for teachable moments in these situations. For AI issues, submitted as FYIs in Maxient, the dean and Claudia have been conducting informal meetings with students. He is also looking into whether an FYI would appear on a student's permanent record. Changes to how the College handles AI issues need to be reflected in our policies.

The dean also talked about student appeals advisors, and the College does have individuals who help students through the process, but the advisors are not used very much. These advisors would help students with grade appeals as well, not just appeals related to behavioral incidents. There have only been four hearings this semester.

Dean Asencio wants to update the How to Handle Disruptive Students brochure for fall.

Student Code of Conduct – Appeals

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Sandy rewrote the Grade Appeals steps to make it easier to read and understand. A lot of students cannot find this information. This can be a separate section – Appeals – and then be listed in the table of contents. Students have asked Sandy, Megan and Lynne about this information – they cannot find it, and they do not know how to start this process. One instance involved a student who kept track of their grades and questioned an outcome. It was discovered that the faculty member made a mistake, and the grade was corrected.

Table of contents could read Behavioral Code of Conduct, Academic Integrity Policy, Appeals Procedures, Grade Appeals.

Andrena has had students ask about grade appeals and state they do not receive their tests back – they get to review them, see their grade, and faculty collect the tests back. They then notice a different grade on Canvas. Some faculty do this to prevent passing tests to other students. Students cannot necessarily prove the grade is incorrect if the faculty member cannot find their test. With the current policy, the burden of proof is on the student. Some students take pictures of their exams to keep track of their grades.

Student Code of Conduct – Academic Integrity

The plagiarism policy at Baltimore County CC is worded well in regard to intention, and that intent cannot fully be determined just based on action. The policy states the matter will be investigated, and then the next step would be determined. If there was plagiarism, there is a process to follow.

What should our policy say? Would faculty determine what evidence warrants action, at their discretion, then have a list of options to follow? If so, there need to be workshops developed to make one of the options a teachable moment, if the Library has not already developed something like this. But, if faculty report this to Maxient and it moves to a formal complaint, we need to list this process in the policy.

If there will be an AI committee – whose responsibility would it be to set this up, and who serves? Do we have separate committees for behavioral issues and AI issues? We are having many less formal hearings at this time, so this should be taken into account when thinking about these initiatives, as well as what needs to be done to reflect these changes in the policies.

III. New Business

Claudia informed the group that the College has been awarded one grant that she worked on for a sexual assault training program.

IV. Adjournment

The meeting was adjourned at 4:46 p.m.