

Minutes of the Student Development Committee

Sub-Committee of the Educational Advisory Council

Portland Community College

2:00pm – 4:00pm

Thursday, January 13, 2011

Submitted by Victoria Galanopoulos, Recorder

Location: Sylvania, Spruce room

Attendance: Stephen Arthur, Cami Bishop, Kathleen Bradach, Deb Crawford, Ewald Estanis, Doreen Hanna, Carey Larson, Hal Lee, Kristen Martin, Sharon Morgan, Wendy Palmer, Romino Romano, Magdalena Tolva, Julie Davenport (Cascade Student Rep)

Guests: Gina Whitehill-Baziuk, Bond Public Involvement Manager, Jason Pinkal, Distance Learning Advisor

1.0 Approval of Agenda and Meeting Minutes

Agenda: The agenda for the January 13th meeting was reviewed by the committee and approved.

Meeting Minutes: The November 18th meeting minutes were reviewed and approved by the committee. The December meeting was cancelled.

2.0 Discussion Items

2.1 Progress on established 2010-2011 SDC Goals:

(1) **Code of Conduct revision progress report** – Kathleen explained that a group of Associate Deans & Deans are looking at PCC's Students Rights & Responsibilities Handbook and discussing the formation of a website for the following areas, in regard to Student Code of Conduct:

- SAP
- Electronic Use Policy
- Under 16
- Involuntary Leave
- Tobacco Use Policy
- Sexual Assault/Misconduct
- Service Animals
- Class Registration Policy (must be registered to attend class)
- Definition of a Student - admission/registered, credit or non-credit student
- Marijuana/Drugs/Substance
- Trespasses Process
- Wheeled Devices
- Technology
- Hygiene

The committee is also investigating nine key areas:

1. Disruptive Behavior
2. Failure to comply (with college rules or directives)
3. Endangering, harassing or threatening
4. Unauthorized use, access or possession
5. Damage to Property
6. Theft (tied to #4)
7. Cheating (Academic Honesty)
8. Behavior prohibited by law (local, state, federal or copyright)/college
9. False Information

Next Steps

Log onto Suffolk Community College website and review their code of conduct policy. Portions of their code of conduct policy may be a model for PCC.

(2) Food Services clarification – Deb Crawford provided a brief history of the events as they related to the food service issues. In 1994 PCC board adopted policy # (B507), which was developed in response to concerns over the safety of food service by groups on campus. Over the years enforcement of that policy was inconsistent, and as a result confusion and frustration occurred from the PCC community over recent efforts to enforce the now unfamiliar policy. Food services met with the District Student Council, Student Leadership Coordinators, Clubs & Programs Specialists and Deans to explain the policy, answer questions and gather concerns over the policy. From those meetings a few key topics have been identified to provide clarification, they include:

- The protocol for serving food to the public is found on the risk page from the intranet <http://intranet.pcc.edu/finance/safety/FoodPolicy> (B507).
- Food Licenses: Portland Community College is granted 13 food service licenses per year per county at a cost of \$65. It will cost \$125 for each license after thirteen.
- A survey has been developed and will be distributed among student leaders to identify a special student club/group menu. Food services will meet again with student groups at the end of January to talk about the next steps.

Key Questions from the Committee

How will the licenses be divided within each county, since Multnomah is large?

Does the policy apply if it is a PCC event but not sponsored by PCC?

How can students access the policy?

- 2.2 Bond Update:** A plan has been decided for Rock Creek. They are going to be building 5 up so it will be about 3-5 levels high. They will be adding onto to building 7. They talked about student focus groups. The last focus group included 41 students and consisted of a round table to ask them what they wanted. They had 100 sign up but only 41 showed.

Gina provided a hand out. Jan 2009-June 2010: bond@pcc.edu (go to website). She suggested we take a look at the web cam on the site as it shows minute by minute up-to-date construction. There is a section about getting involved. She is doing something different this time in trying to get the public involved. They have models plans for all the campuses.

Gina said that they hired a food service professional survey to design an electronic survey which will be going out next week to gather additional feedback on child care, library workspace and environment safety transportation.

2.3 Communicating policy changes to students

Dee Wilson said that they have come to a decision and the drop deadline is moving up one week. She wants suggestions on how to communicate the new policy. Examples include bookmarks table tents, Potty Press, mypcc, pop up window when they open registration, online orientation, handbook, Visix large TV screens around campus, and a drawing, for gift certificates.

- 2.4 **A-SAP Changes – Stephen:** Satisfactory academic process goal is to bring the *academic* satisfactory academic progress in line with the *financial aid* satisfactory academic process policy. The federal government wants them to stop giving aid to students who have already received a baccalaureate degree. They are able to impose maximum credit limits. The committee is also looking at student success and exploring cutting them off from aid sooner and/or suspending them one term if they are not making satisfactory progress.

3.0 Reports

- 3.1 **Bursar:** Doreen explained that the Bursar is moving the drop deadline up one week. Summer is a big concern due to fewer weeks in the term. Passing the word around about the new deadline will help us to have correct addresses for all students.

Students will need to select a new type of distribution for funds since we are moving forward with the debit card. Students can either have direct deposit, mail or use the debit card. The good news is that students will get funds one week sooner.

Reports will continue next month.

Next meeting: February 10, 2011