Honolulu Community College

Committee on Student Affairs (COSA)

October 24, 2015
Meeting Minutes

Members Present: Jonna Alves, Ina Miller-Cabasug, Cassandra Kam, Shidong Kan, Bobby Salvatierra, Lara Sugimoto, Rona Wong

Absent/Excused Members: Kimberley Gallant, Jessica Kaniho, Emily Kukulies, Pua Reis, Eric Shaffer, Josephine Stenberg, Jolene Suda, Jenny Wong

Called to Order: 11:00 AM; Location: 6-101

Adjourned: 11:39 AM

Recorders: Lara Sugimoto, Eric Paul Shaffer, Ina Miller-Cabasug

I. No-Show Policy Update

For faculty reference, an e-mail concerning the policy for no-show students in the first week of the semester is sent at the start of every semester to the whole campus via Starfish. The current no-show policy also appears in the HCC catalog. Instructors are advised to continue using the current HCC no-show policy while a system-wide policy is developed. In addition, the no-show policy developed by COSA last year will be placed on hold pending UH-system developments and possible approval of a system policy.

II. System Discussions

A. Student Identification and Online Verification of Identity

A growing concern is that we need a more exacting way to verify student identities. We need to be able to determine whether the person who applies for a student ID is the person who is attending classes, taking tests, and earning degrees. In addition, there needs to be effective verification for students at testing centers and in online courses. The UH system is currently looking into this problem.

In addition, aides for students with learning disabilities may need additional help since they work to assure that students have access to Laulima and other web functions of HCC.
B. System Conduct Code and Policy

Another issue is the system student conduct policy. Lara wants to review the student conduct code with an eye toward perhaps updating the HCC code.

There is also a related issue concerning fully applying a system-wide ban for individuals who have been expelled for severe student misconduct; how do we assure that a student banned on one campus for severe student misconduct is banned throughout the UH system? A definition of severe misconduct must also be developed in order to make this ban enforceable and relevant. The UH system is also looking into student conduct code revision, so at this time, COSA awaits developments.

C. Title IX and Haven/Everfi Training for Students

Haven/Everfi is a Title IX training program that students are requested to complete. The two parts of the training video are long, and Haven/Everfi is receiving few responses. HCC is requesting ideas on how to encourage students to complete the survey. Incentivizing for classroom credit was proposed, and other solutions are sought.

III. Avenues of Communication with Students

The best ways to effectively communicate information to students were raised and discussed. Currently, there is no ASUH (student government), so the distribution of important information was proposed by using social media, e-mail blasts, text-messaging, TV and media postings, Instagram, Facebook, Twitter, the HCC website, flyers, and in-class announcements.

The student body recently voted to adopt a new policy for the student government at HCC and is currently re-writing the ASUH constitution. Time to complete this process and convene meetings is required and ongoing, but once in place, student government will provide another venue for communication of important school information to students.

It was noted with emphasis that for students, instructors are the first and most important focus of communication concerning the college, its calendar, and other basic information. Announcing important semester and school information and deadline in class is very important. Faculty is encouraged to stay current and aware and to provide information about the current semester and next semester's registration in order to ensure the greatest student success. E-mails to student school accounts may be overlooked or forgotten, but face-to-face communication and reminders from instructors is still the most effective way to keep students aware of important HCC dates and deadlines.