Attendance:
UH College: Mieko Matsumoto
Dave Panisnick
Tech I: Doug Madden
Tech II: Gaynell Buxton
Academic Support: Stefanie Sasaki
Student Services: Jean Maslowski
SLD Director: Emily Kukulies (Chair)
Dean, SS: Wayne Sunahara
Registrar: Farah Doiguchi
Native Hawaiian Programs: Melissa Kupa (for Kristy Ringor)
Student Representative: Kaleo Gagne
Student Representative: Janel Dulan

Excused:
Off-Campus Representative: Erica Balbag-Gerard
Student Representative: Jim Cardenas

I. Called to order @ 11:00am

II. Meeting Minutes
   a. Approval 8/31/12
   b. Janel Dulan motions to pass minutes 8/31/12
   c. Jean Maslowski seconds motion
   d. Passes unanimously, minutes approved

III. Old Business
   a. Nominations for recorder
      i. Janel Dulan volunteered nomination
      ii. Nominations closed
         1. Kaleo Gagne motions to approve Janel Dulan as Recorder
         2. Jean Maslowski seconds motion
         3. Passes unanimously, Janel Dulan as recorder

IV. Committee Membership
   a. Erica Balbag-Gerard will continue as off-campus representative
   b. Student representatives are: Janel Dulan, Kaleo Gagne & Jim Cardenas
   c. Charter clarification / changes
      i. Wayne Discussion on new changes
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ii. Janel Dulan motions to make changes to current Charter to pass on to Faculty Senate for their approval

iii. Kaleo Gagne seconds motion

iv. Passes unanimously, with new amended charter to proceed FSEC for their approval

d. Catalog Review follow up

i. Chair to write memo to FSEC and Chancellor
   1. Recommendations regarding policies
   2. 2006 recommendations received awaiting for full text of previous memo and will be looking for document
   3. Ongoing issues with accuracy
   4. Ongoing audit is not necessary for COSA

ii. Committee agrees with memo contents as stated in the agenda

V. New Business

a. Transferring Grading & Graduating D Grades
   i. Jean to discussed clarification
      1. System wide confusion on clarification with rule
      2. Recommends to COSA to make consistent in catalogue

ii. COSA recommends to speak to constituents about changes for Grading and Graduation policy

iii. Wayne to go to system wide DOSS meeting to discuss how this works for everyone else system wide before 10/26/12

iv. Revisit issue next meeting with constituents concerns and standardize procedures

VI. Announcements

a. COSA Monthly Meetings
   i. 10/26/12 1st floor Conference room
   ii. 11/30/12 1st floor Conference room
   iii. 01/25/13 1st floor Conference room
   iv. 02/22/13 1st floor Conference room
   v. 03/22/13 1st floor Conference room
   vi. 04/26/13 1st floor Conference room

b. Promoting Events on Campus will be presented at future CLT meeting

c. Agenda for next meeting
   i. Janel recommends concerns with counseling hours
      1. Consistency and meeting with counselors
      2. Jean to update committee on schedule
   ii. Janel recommends consistency with Technology
      1. Updating website on committees / minutes
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2. Mass contact to students and how to notify or recommend that students use their hawaii.edu accounts
3. Kaleo using google calendar & utilizing other communication means
4. Forwarding options for their hawaii.edu accounts
5. Possibly bringing in Mike from tech & Billie from communications to next meeting

VII. Meeting Adjournment
   a. Kaleo motion to adjourn meeting
   b. Mieko second motion
   c. Meeting adjourned unanimous @ 11:51am

Recorded by: Janel S. Dulan
Voice record of meeting: https://docs.google.com/a/hawaii.edu/open?id=0B-VJvK Tb2qwTzYxQXNscWRYYmM