Honolulu Community College
COSA
Meeting Minutes
September 20, 2013

Members Present: Maggie Templeton, Kayla Fox, Doug Madden, Jacob Choe, Melissa Tupa, Mieko Matsumoto, Sarah Myhre

Absent/Excused Members: Brent Rubio, Michael Cress, Emily Kukulies, Katy Ho, Kimberley Gallant, Wayne Sunahara

Called to order: 11:03 am

Adjourned: 12:10 pm

Recorders: Sarah and Mieko

I. Unfinished business
   • Wording on COSA charter.
     o Tabled until Katy Ho is in attendance.

II. New Business
   • No Show Policy
     o The disenrollment policy was reviewed in 2008 at the FSEC meeting. Concerns were raised.
     o The question was raised, “are we consistent with the rest of the system?” Kayla said “no.” Kayla explained some of the issues surrounding the policy. She mentioned that the VA pays money for the classes but then if the student doesn’t go the VA will take the money back from their benefits account. If the VA is unable to get the money for the student then the school (HCC) is held liable. From the registrar’s POV the “No Show Policy” is a good thing because it alerts the registrar of students who aren’t attending class and allows them to contact the student and clarify the situation. The policy eliminates some of the issues regarding financial aid and VA benefits. The policy reduces the need of the registrar to have to backtrack to get money from the student. The registrar must do this for all students who receive a “N” or “F” grade with a last attended date as the first day of the semester or earlier.
     o This semester 60 “No Show” forms were turned in during the first week and 30 were turned in during week three. Math, English, and ICS were the only departments that turned forms in.
     o It is important to note that students can re-register with no penalty if they still want to be in the class.
     o Jacob noted that ASUH is concerned about penalties for students if they still wanted the class.
     o Concerns were raised regarding the legality of the policy.
o If the policy is going to be more heavily used, a suggestion was raised that a form email should be sent out by instructors to their students noting the necessity of attending the first sessions of the semester and of checking in with the instructor.

o Concerns were raised about classes that have only a certain amount of workstations. What if a student was accidentally dropped and the workstation was then given to someone else? Which student gets to keep the class?

o Concerns were raised about the workload for the faculty.

o Concerns were raised about wording in the policy for the modular classes.

III. Future Actions

- No Show Policy
  o Jacob will bring the matter up at the ASUH meeting for discussion.
  o The committee will work on rewording the policy and conducting more research on system-wide policies

- Student Conduct Code
  o Tabled until discussions on the “No Show Policy” are completed.