Honolulu Community College  
COSA  

Meeting Minutes  
October 18, 2013

Members Present: Katy Ho, Kayla Fox, Jacob Choe, Song Han, Mieko Matsumoto, Sarah Myhre, Emily Kukulies

Absent/Excused Members: Brent Rubio, Doug Madden, Michael Cress, Kimberley Gallant, Wayne Sunahara, Maggie Templeton, Melissa Tupa

Called to order: 11:09 am

Adjourned: 11:45 am

Recorders: Sarah and Mieko

I. Unfinished business

   • August and September Minutes
     o All present approved the minutes from the August and September Meetings

II. COSA Charter

   • Update from Katy Ho
     o Katy presented revised wording for the COSA Charter regarding committee selection. The wording is as stated, “Members are chosen by the Committee on Committees and recommended for approval and appointed by consensus between the Dean of Students Services and the Faculty Senate Campus Chair.”
     o All members present approved the revision.
     o A question was raised regarding the location of the electronic copy of the most recent charter.
     o Emily Kukulies mentioned she might have it in e-mail records.

III. Student Conduct Code Update

   • Update from Katy Ho
     o Katy noted that the Code of Conduct is driven by the UH system as a whole. In order to make changes it would have to be done through the system. However, Katy and her system-wide counterparts agreed that it needs to be worked on and revised and will take the lead in doing so.
     o She noted that each campus has the ability to create procedures around the Conduct Code. As a committee, we can work on how complaints are handled, etc.
     o In 2010 COSA created a draft of procedures which we will revise. Katy will begin by reviewing it. She will build on the draft and bring it back to the table in Spring 2014.
IV. No Show Policy

- Update from Jacob
  - He raised the topic at the last ASUH meeting and noted that there was NO negative feedback from students. Students felt as though the policy was indicative of faculty and staff caring for students. Erika Lacro also provided more information to the students. Jacob asked for comments regarding concerns; none were received. He mentioned that the RISOs were present at this meeting so many students were present.

- No Show Policy Draft Wording
  - A Google document was created by Sarah to aid the committee in revising the wording of the policy.
  - It was mentioned that we should determine how many sections of classes have waitlists and what types of classes have these lists.
  - Katy noted that we should create policy for the majority, not for outliers. Therefore, policy should not be shaped to cater to students who are dropped from classes with set seat limits and want to re-enter the class. These students are the minority and in the past the school has worked with the instructors to hold the students harmless.

- Katy’s office will look at the positive impacts of the No Show Policy.
- There needs to be a communications push for instructors and students.
- The policy should be determined by Spring 2014
- The policy should be rolled out in Fall 2014.

- New Pre-Requisite Purge Policy
  - Katy mentioned that the system has adopted a new pre-req purge policy. Students will be automatically withdrawn from registered classes if they do not fulfill pre-requisites. The goal is for this policy to be implemented by Fall 2014. This will be require a communications push for the students.
  - It is important that COSA members are aware of this issue as it might be raised by the campus community when we broach the No Show Policy topic.

V. Class Attendance Section in the Catalog

- Potential changes to catalog wording
  - The Catalog needs to mention that certain classes and departments have policies where students are automatically dropped after missing a set number of classes. For example, the Essentials classes drop students after 5 absences.

VI. Future Actions

- Emily will check to see if she has the COSA charter in editable form.
- Jacob will contemplate best practices for a communications push for the students
- Mieko will research No Show Policies on other system campuses
- The next meeting will be on Nov. 15th from 11-12.