Honolulu Community College  
COSA  
Meeting Minutes  
November 15, 2013

Members Present: Jacob Choe, Song Han, Doug Madden, Mieko Matsumoto, Brent Rubio, Wayne Sunahara, Maggie Templeton

Absent/Excused Members: Michael Cress, Kayla Fox, Kimberley Gallant, Katy Ho, Emily Kukulies, Sarah Myhre, Melissa Tupa

Called to Order: 11:07 am

Adjourned: 11:56 am

Recorder: Brent Rubio

I. Unfinished Business
   October Minutes: All present members approved.

II. COSA Charter: Tabled until next meeting

III. No Show Policy
   a. Members reviewed the proposed rewording and found conflicts with respect to whether instructors could drop no-show students after the first or second meeting. Then further conflict was brought up with classes that only meet once a week, or only on Fridays and Saturdays, being as no-show deadlines are set for the first Thursday.
   b. Other UH-CC Campus policies. Mieko brought up no-show policies from Winward CC, Kapi‘olani CC, Leeward CC, Maui CC, Kauai CC, UH Manoa, and UH West Oahu. Their policies varied in vagueness or had none at all. Often times the policy was left up to the instructor or changed from each department. We noted that Hawaii CC has a written policy that gives the instructor the right to drop after the 1st week of sessions due to financial aid and class availability/waiting lists. After some committee discussion, the policy at Hawaii CC seems to fit all the needs of Honolulu CC and we proposed possibly adopting a policy like that of Hawaii CC.

IV. Communications push for students
   a. Jacob and Song returned with an agreement from ASUH-HCC that they prefer instructors to keep in contact by phone, email and post mail.
b. It was noted by the committee that HCC’s Early Alert system has been used to contact over 400 students this semester alone, where counselors phone call the students that are having difficulties.

c. Song brought up her recent interactions that Maui CC and Kauai CC use a program that allows instructors to send a ‘one-way’ text message to students to send announcements, while keeping the instructors’ cell phone numbers private.

d. Social Media was also brought up (like Facebook). However, not all students use Social Media.

e. Lauilma is still seen being grown on campus and could facilitate better communication.

f. A student poll through ASUH-CC was suggested to get a broader view of what the students prefer.

V. Video/Audio Recording of classroom lectures

a. Rights
   i. Students rights came into question weather the campus has a policy regarding this issue. Do the students have the right to record without asking permission?
   ii. Instructors rights also came into discussion, like if a permission form should be required. Can an instructor deny a student from recording?
   iii. Video rights came into question, who owns the video, the student taking the video or the instructor in the video? Are there copyright implications?
   iv. Other students may also be inadvertently recorded in these videos. How do we deal with other students’ faces and voices ending up on these videos then going online.

b. Viral Video
   i. If it happens that a lecture video goes viral, several implications come into mind. One is financial, if the video goes large and makes money from YouTube, for example, its unclear if the student, the instructor or the campus should get the money.
   ii. There’s noted examples of videos being taken out of content, then going viral, resulting into bad national exposure and the resignations of the instructor.

VI. Future Actions

a. COSA Charter will be discussed

b. Jacob and Song will take the issue of communication to ASUH-HCC to do a student survey.

c. All COSA members will look for Video/Audio recording policies from other colleges

d. The next meeting will be on Dec 20, 11am – noon.