Honolulu Community College
COSA

Meeting Minutes
January 24, 2014

Members Present: Jacob Choe, Song Han, Cassandra Kam, Emily Kukulies, Mieko Matsumoto, Sarah Myhre, Brent Rubio, Maggie Templeton

Absent/Excused Members: Katy Ho, Michael Cress, Kimberley Gallant, Doug Madden, Melissa Tupa

Called to Order: 11:06 am

Adjourned: 11:56 am

Recorder: Brent Rubio

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

II. COSA Charter: Tabled until next meeting

III. Audio/Visual Recording Policy
Lots of discussion revolving around other institutions policies. Most elaborate came from the Catholic University of America, but most others discussed presented the same ideas from Ridge Water, University of Chicago, and Redlands. University of Hawai’i Student Code of Conduct addresses no distress recording, but mostly referred to gym and locker room type situations. However, a campus policy regarding recording does not seem to fall under the decision from the Committee On Student Affairs. COSA will compile a suggested wording that is in the best interest of the students, however the decision is a campus policy one that should be made by FSEC.

IV. No Show Policy
The biggest decision is to have a policy that is a definite “Yes you will or No you won’t” be dropped for being a no show student. Currently, policies lean toward a “you may” be dropped policy to give faculty the choice. However, looking out for the best interest of the students, a more definite policy would remove any ambiguity. A motion was made to push for a more defined policy to the FSEC so that students know with more certainty that they will be dropped for being a no show student.

V. Preferred method of contact
From the students polled during welcome week, email contact was the highest (by 69%) voted for response. Second was phone, third was paper mail and lastly was “all of the above”. The committee would suggest UH email
accounts continue to be used and that “read receipts” also be utilized to ensure students are reading the messages put forth by the instructors.

VI. Future Actions
   a. COSA Charter will be discussed
   b. Mieko and Sarah will put out two google docs to the committee regarding the FSEC recommendations regarding Recording and No Show policies.

VII. Spring Meeting Dates (4th Fridays at 11am): 2/28, 3/21(if needed), 4/25