Honolulu Community College  
COSA  
Meeting Minutes  
September 26, 2014  
11am-11:45am  

Members Present: Brent Rubio, Sarah Myhre, Emily Kukulies, Josephine Stenberg, Jenny Wong, K (Student Rep), Maggie Templeton, Dee Uwono  

Absent/Excused Members: Kimberley Gallant, Cassandra Kam, Eric Shaffer, Gaynel Buxton, Jolene Suda, Pua Reis  

Recorder: Emily Kukulies  

I. Introduction of Members  
II. COSA Chair - Sarah Myhre continuing  
III. Future Meetings always on Fourth Fridays  
   a. October 24, 2014  
   c. February 27, 2015  
   d. April 24, 2015  
IV. COSA – what is it and what do we do?  
V. COSA Charter  
   a. Revised last semester, just needs to be uploaded to the Intranet  
VI. No Show Policy  
   a. New policy voted on and passed by a majority vote of the COSA members last semester via email.  
   b. Initially reviewed at the request of previous Dean of Students, Katy Ho, to address Veterans Affairs tuition concerns, modular classes, and vague wording.  
   c. Previously the wording stated “may be dropped,” now it states “will be dropped.”  
   d. It will be taken to the various campus committees and groups to get feedback and support.  
   e. Under the new policy, faculty will be responsible for reporting the students as no shows. There is a no show survey already in Star Fish that can hopefully be used to report no shows.  
   f. The policy aims to drop students during the 100% refund period so they get their money back, but there may be exceptions.  
   g. We will have to work with faculty to train and ease them into the process.  
   h. It was pointed out that the policy would not work for the modular classes as it is stated because the modular classes need to be dropped before the first day to receive the 100% tuition refund. Jo was asked to work with Katy Ho to create wording for the modular part of the policy.  
   i. The committee was tasked with reviewing the policy to make sure there were no other concerns or corrections.
j. Sarah said she would create a Google Doc so that the committee could help coming up with arguments and points to gain support from the campus.