Honolulu Community College  
Committee on Student Affairs (COSA)  
Meeting Minutes  
October 24, 2014

Members Present: Kimberley Gallant, Cassandra Kam, Emily Kukulies, Sarah Myhre, Brent Rubio, Bobby Salvatierra, Eric Shaffer, Josephine Stenberk, Maggie Templeton, Dee Uwono, Jenny Wong

Absent/Excused Members: Souraj Dutta, Pua Reis, Jolene Suda

Called to Order: 11:00 am

Adjourned: 12:15 pm

Recorder: Brent Rubio

I. Minutes from January and September 2014 approved

II. Unfinished Business: No Show Policy
   a. Wording in the last paragraph second sentence revised to state: “Students may have an option to reenroll in a class during the Add/Drop period if space is available and pending instructor approval.”
   b. Cable Courses will be added along with Semester-length online courses.
   c. Counselors have concerns that students must email their Instructors if they cannot attend the first week but intend to remain in the course and that Instructors must respond to emails before the start of their courses as well (during off-duty periods) that address registration.
   d. Josephine agreed to take it up with Billie that a pop-up window appear during registration that states briefly the no-show policy that includes a ‘check box’ to ensure that students agree with and acknowledge the policy.
   e. COMMITTEE ACTION: By 5pm Nov 3, all COSA members must add to the Google Doc that Sarah posted to brainstorm ideas on which committees/div/groups on campus should be presented the No-Show policy and how to present it in order to gain support. This will be done before the December FSEC meeting, to demonstrate the campus wide support of this policy.

III. New Business
   a. Course Waiver Substitution: Jenny brought up that there is an error in the system that allows course waivers/substitutions out of Cooperative Education classes without having the approval of the Cooperative Education Coordinators. Despite faculty knowing that this is not allowed and jeopardizes the students’ degrees and program accreditation, this somehow is getting approved. Courses are being substituted for others that
do not have similar course descriptions or SLOs. COSA agreed that this is more of an administration issue and should be brought up with the VCAA, Katy Ho, to take corrective action against the Faculty that are bypassing proper procedures. Jenny will keep COSA in the loop and if there needs to be a vote, COSA can do it via email in November.

b. Non-Responsive DE Faculty: Ross Egloria has had complaints from students of DE faculty who do not respond to email or phone calls. As DE Faculty they are required to respond since there is no other avenue of communication with students. The DE students have not been filing complaints for fear of retaliation since there is often only one DE faculty in many disciplines. In a unanimous vote, COSA approved the Distance Learning Coordinator the authority to file a grievance against non-responsive Faculty on the behalf of student, keeping the student anonymous, and also the authority to follow up on these grievances.