Honolulu Community College
Committee on Student Affairs (COSA)

Meeting Minutes
January 23, 2015

Members Present: Cassandra Kam, Sarah Myhre, Puaolena Reis, Brent Rubio, Eric Shaffer, Jolene Suda, Maggie Templeton, Dee Uwono, Jenny Wong

Absent/Excused Members: Souraj Dutta, Kimberley Gallant, Emily Kukiles, Bobby Salvatierra, Josephine Stenberg

Called to Order: 11:00 am

Adjourned: 11:50 am

Recorder: Cassandra Kam

I. Minutes from October 2014 approved

II. Unfinished Business: No Show Policy
   a. Overall campus reception of proposed policy: the majority of faculty and student groups expressed acceptance and agreement with COSA’s No Show Policy. The Dean and Division Chairs Committee proposed an policy with some modifications. All feedback will be presented to the Faculty Senate Executive Committee for final approval.
   b. “May” versus “will”: the discussion still continues as to whether faculty will be required to drop a no-show student from the class roster. Questions were raised as to the enforcement of the policy and if there would be any repercussions for non-compliant faculty.
   c. Class attendance: there was a continuing discussion as to whether no-show would constitute non-attendance on the first day of class or the first week of class. There was also a question of whether faculty would be required to take attendance in their classes. There was a suggestion that instructors have their students sign in during the first week of class.
   d. Timeframe: the following was proposed for reporting of no-show students:
      1) Instructors will contact students and/or flag their records in Starfish for non-attendance.
      2) Instructors will report no-show students to Records by 4:00 pm on the Thursday of the first week of instruction. If a class is held on a Friday, Saturday, Sunday or follows the modular calendar, the instructor will have until 4:00 pm on the next business day to submit the names of the non-attending student(s).
      3) There were questions as to whether a student was considered no-show for non-attendance on the first day of class, the first week of class or one of the first two days of class in the first week.
4) Records will then be responsible for dropping students starting on the Friday of the first week of class. Records would also make applicable adjustments as needed for modular classes, errors, etc.

e. Notifying instructor to prevent no-show policy: there was a question as to how a student should notify the instructor to indicate commitment to enrollment. The consensus was that the student should utilize email for documentation purposes.

f. Responsibility for financial/VA benefits: there was a question as to who would be responsible for any financial implications for a student who is dropped from the class. The consensus was that the student is responsible for registering and/or dropping classes within the established guidelines. There were questions as to how students would be notified and who would be responsible for the notification. There was a suggestion to have a pop-up notice on the UH Portal when students are registering for classes. Information would also be posted in the print and on-line course catalog.

1) There was a question regarding how students are currently notified when a class is cancelled (ex: low enrollment). It was noted that department secretaries usually contact students when a class is cancelled.

g. Data regarding no-show students: Admissions is currently analyzing how many students were no-shows and how many continued to be registered in a class despite non-attendance. This information may show the impact that continued registration may have for the campus, especially in regards to budget.

h. Re-registration: Students that are dropped from a class for non-attendance may re-enroll with instructor approval. There was a concern that presently students are attending class prior to enrollment and/or students are being enrolled in the class without the instructor’s knowledge or consent.

i. Appeal process: students who are accidentally dropped may appeal to be reinstated into a class and, if applicable, have corrections made to affected services (ex: financial aid). Appeals will be considered on a case-by-case basis.

III. Unfinished Business: Course Waiver Substitution

   a. VCAA Katie Ho-Middleton approved changes to the course waiver substitution form; the updated form has not yet been posted to the HCC Intranet