Honolulu Community College  
Committee on Student Affairs (COSA)  
Meeting Minutes  
April 24, 2015

Members Present: Sarah Myhre, Maggie Templeton, Cassandra Kam, Bobby Salvatierra, Emily Kukulies, Brent Rubio, Gaynell Buxton, Lara Sugimoto

Absent/Excused Members: Kimberley Gallant, Josephine Stenberg, Puaolena Reis, Jolene Suda, Jenny Wong, Eric Shaffer, Dee Uwono

Guest: Jannine Oyama

Called to Order: 11:00 am

Adjourned: 11:56 am

Recorder: Lara Sugimoto

I. Minutes from October 2014. No edits to last minutes, they're approved

II. Jenny Wong - Course Substitution Waiver - Discussion of how form should be edited. Katy has already approved changes approved. Maggie to share with Jo edits.

III. No-Show - 2 sets of minutes discussed, current No-Show policy, and Financial Aid. Current draft is from the catalog. Going to FSEC on 5/8 to present new revised policy. It is a FYI visit. Hope things go smoothly. FSEC does not have to vote on No-Show policy. Admin will set the official policy. When does faculty get to put forth feelings about it? FSEC will have a chance to comment. Goal Dee, Lara, and Sarah discussed was implementation for next Spring. If there is negative feedback, will compile all of the feedback and share with admin. Have issues with it as a faculty member. Like the current policy. Students should be able to come to the first two classes before they're dropped. Faculty guidelines are the dates Jo gives. To push the policy, say the first class. How the dates are set, will determine No-Show, drop policy, leeway given to faculty to submit information.

No-Show policy is to drop the students who don't show up, but also addresses waitlisted students. For those in the trades, after the 2nd day it's too late to add folks in. Financial reasons - to give students 100% tuition refund if possible. Would like to 'part on good terms'. Noted, while it may serve the trades, for some programs being more flexible may be helpful. Language needed to be clarified - this is what 'will happen' is the drive behind the policy. For some who are teaching large caseloads, mentioned that it is difficult to go into Starfish and take attendance. Right about load on faculty, purpose of committee was to voice for the students, FSEC is to voice for faculty. Noted that students sometimes just
don't show up. The more clear we can be in the catalog, the better it is. Difficult to have a gray area.

2008 Minutes-Last time COSA tried to revise the No Show Policy. Review minutes.

Question about whether other campuses have a No Show Policy. Yes, believe so. Our policy is based on UHH. Hilo had a breakout of DE, hybrid, face-to-face. For DE, they have within a week to do their first post. Would not know whether they will post or not. She wants to know by first or second day of the second week. For Jo, VA, and Financial Aid.

Dee asked in Jannine in January to show how much students would need to repay back because of No-Show. Vets are more strict than FA. If students are non-attending in school, we need to know what that is—whether it's submitting coursework, taking exams, etc... Need a way to have students correspond with instructors online, etc... At the end of the semester, get a list of students who have not completed the course. Instructors are told to submit a last day of attendance. If students did not attend, they are instructed to put in the day prior to the start of the semester. School's responsibility to turn the money back. Highest amount owed is $6800. By the end of Fall semester, that money is gone. Some enroll for class, take the money and don't come back. The college automatically needs to repay. Full time students who drop to half time, and didn't attend 6 credits, we need to recalculate them at 50%. A lot of the aid programs are dependent upon enrollment level. For Federal Pell, students don't attend, we would be responsible to return money back to Federal Government and DOE. Not sure what the return rates are right now. Through 2011-12, campus was paying 10 days before school starts (federal regs), halfway through, attendance forms would be done, and would pay the second half. In 2012-13, all aid was paid upfront 10 days before school starts. Some students have a lot of money, reducing part of the institutional responsibility with regard to monitoring. If they owe money cannot register at any of the campuses. This past Fall grades were due, some instructors couldn't turn in grades, process could not be finalized until Christmas Eve. Holds don't go on until January. There is a gap period where FA is reversing out money, and students are already registered. Financial aid cannot pay for prior charge. If they graduate in Spring, diploma would not be given, unless money is paid.

When it was a half-half reimbursement was $150000 per academic year. Not sure what it is now. Government is stricter now, can give money upfront, but there are consequences to that. For FA standpoint, if students are dropped during no-show, they get 100% back in tuition and fees. When calculation is done now, even if they haven't attended, they need to pay back. 100% tuition and fees goes back to help repaying the cost. Hard concept for students to realize. Loans, must be enrolled in at least 6 credits. For the one student in #3, only showed attendance for 3 credits. HonCC had to repay all the loans back. Some students can get Pell at 3 credits. Per semester about $594. For student loans, students are auto awarded at least $5500 in student loans. Since it's all electronic, students are taking the loans because it's higher. Most students don't take student loans, but the ones that do, are affected. For those 1st time, 1st year freshmen, cannot disburse until after first 30 days. Some students could've been in that situation, but since it
appears they are enrolled, money was disbursed. Consider those who were No-Shows but unreported and the impact of the funding. Part of the reason library likes when faculty puts books on reserve for students.

Students dropped from courses will be notified by the Registrar.

Online class-popup box would need to go through Banner. All 10 campuses would need to agree on wording.

Discussed possibility of using text messages to remind students of deadlines. Reminded however, that texts need to be used wisely.

Reminder to all be at the FSEC meeting on 5/8/15, 2-614. Sarah to email Red to be sure we're on the agenda. Would like committee to jump in and say something if possible. Would like to show a united front.

Committee please read through policy.

*Note: These minutes approved via email 5/13/15