

DRAFT
COSA Minutes
April 22, 2008

Present: Sandy Matsui, Silvan Chung, Keala Chock, Emily Kukulies, Sandy Sandpei, Rob Edmondson, Jarren Uyehara, Kimberly Gallant, Nadine Leong-Kurio

Absent: Bob Perkins, Teancum Satot, and George Boeman

I. Introduction

- a. Kimberly Gallant was introduced as the new COSA representative.

II. Payment Deadline: Dissemination of information

- a. The updated changes have been made to the Schedule of classes and 2008-09 catalog.
- b. An email blasts will be disseminated to the students in regards to the changes for the upcoming Fall 08 semester.

III. Procedures on Deceased Students

- a. A follow-up was done with other CC campuses and it was discovered that the proposed procedures are in line with other campus procedures.
- b. The committee will be emailing their final edits to Sandy Matsui by April 25th and the procedures will be disseminated to the committee for final review and approval.
- c. Proposal to the FSEC will be in Fall 08.

IV. Placement Test Policy

- a. Jarren has forwarded the approved changes to Pat for the 2008-2009 catalog.
- b. A follow-up will be done before the final catalog goes to print

V. Procedures on Posting Minutes

- a. COSA will elect a recorder at the beginning of the year. The chair/co-chair will not be responsible for recording and running the COSA meeting.
- b. The minutes will be an overview of COSA's discussions, decisions, and actions being taken at the meetings. All committee viewpoints will be reflected in the minutes.
- c. After every meeting, the recorder will have a week to send out a DRAFT of the minutes to the committee for review and comments.
- d. Upon majority approval, the minutes will then be sent out by the chair/co-chair to HCC and posted on the Intranet.

VI. Announcements / Discussions

- a. The committee has revised the March 14, 2008 minutes and it will be sent out to the committee for approval. Thereafter, the revised COSA minutes will be posted for review.
- b. No Show Policy:
 - i. COSA will be requesting to attend the next FSEC meeting to speak to the faculty about how the new Disenrollment Policy (formerly known as Purge) affects the existing No Show Policy.
- c. FERPA:
 - i. There will be a Webinar coming up to discuss some of the proposed changes to FERPA and how that will relate to our students on campus.
 - ii. Two representatives from HCC will be attending this meeting.
- d. Student Conduct Code:
 - i. The UH System is looking at revising the student conduct code.
 - ii. They are currently reviewing another policy that is aligned with our system needs and policy.
 - iii. Sandy Matsui will email the new policy to the COSA members for review.
- e. Annual Report
 - i. The co-chairs will be reviewing prior minutes and drafting up a list of accomplishments that will be presented to FSEC.
 1. Action items taken for AY- 2007-2008
 - a. Revised the Placement Policy for HCC
 - b. Created a Deceased Student Policy
 - c. Changed, updated, and informed the students and campus at large the new Disenrollment Policy (formerly known as Purge)
 - d. Added an additional standing committee member: Wellness Counselor Kimberly Gallant.
- f. Sandy Matsui will begin reviewing the list of new committee members for next AY- 2008-2009.

VII. Future Agenda Items

- a. COSA will revisit the idea of having a workshop on Student Conduct Code.