

COSA Meeting Minutes 9/28/07

Present: Keala Chock, Rob Edmondson, Bob Perkins, Sandy Sanpei, Linda Soma, Silvan Chung, Jarren Uyehara, Sandy Matsui (Convener)

1. Sandy M. reviewed the composition, purpose and function of COSA. She briefly explained her list of priorities for the year.
 - Accreditation Planning Agenda – COSA needs to respond to the planning action items needed to meet accreditation standards. In particular, the process of ensuring the accuracy and integrity of information in publications needs to be effected.
 - Student Conduct Code – need to keep staff and faculty informed without breaching confidentiality rules.
 - Student Services Program Review – COSA is the advisory board for the program review.
 - Student Services Reorganization – the Career and Employment Center is now under Student Services. International students and Recruitment and Retention operations will need to be addressed.
 - First Year Experience
 - Mental Health and Wellness – open-enrollment policy invites diverse student population; mental health counselor position is now being advertised.
 - Recruitment and Retention
 - Others
2. **Chairpersons:** Keala and Silvan agreed to co-chair the committee. Linda will continue as recorder.
3. **Meetings:** Meetings will be held in 6-101 on the last Friday of the month (except for December) at 1:00 pm – October 26, November 30 and December 7.
4. **Student Conduct Code Workshop** – committee members received positive comments on the last workshop. Keala and Bob expressed need to follow-up and to continue to provide informational sessions. Faculty/staff as well as students need to know what is expected of them and what procedures to follow. Workshops should be held each semester so that new instructors will be informed of procedures and legalities.

Action: Keala and Silvan will work with Bob to plan a workshop for November. Ideas may be e-mailed to Keala et al. Some suggestions were to post the Power Point slides from the previous workshop on the web, videotape the sessions, and podcast the sessions.

5. **Student Conduct Code** –new faculty members need to be informed of the Code and procedures on handling disruptive behavior. Rob suggested that the web pages on student conduct should be distributed to new faculty.

Action: Sandy M. will have those pages copied and distributed to new faculty.

6. **COSA Student Members** – Student government may have difficulty assigning members. Bob feels we definitely need students on the committee and suggested asking them directly.

Action: Bob will recruit a student from his program. Rob will ask for a volunteer from Phi Theta Kappa. Keala will ask one of his students. The Faculty Senate and Committee on Committees will be informed when students are selected.

7. **Emergency Procedures for Disruptive Behavior in Classroom** – Bob suggested posting brief instructions in each classroom so that everyone will know what to do.

Action: Keala and Silvan agreed to look into this; and Rob offered to work on a list of emergency procedures. This needs to be done in coordination with the Safety Committee and Ken Kato.

8. **Student Grievance Procedures** – students need to be aware of procedures in submitting grievances.

Action: Nothing definite. Podcasting suggested.

9. **Reviewing policies** – a procedure needs to be developed to regularly review policies. Sandy S. suggested that they could be transmitted in pdf files to be edited by appropriate persons.

Action: To be addressed in subsequent meetings.

10. **Next meeting** on October 26 will focus on
 - web resources on student conduct for new faculty,
 - agenda for the workshop,
 - emergency procedures list.