

**Educational Policy Committee**

**Meeting Minutes**

**Friday 1/23/15, 2:30-4pm**

**346-101 East Hawaii / Conference Room B5 West Hawaii**

**Members Present:** Gabe James (Chair), Dorinna Manuel-Cortez, Karen Crowell, David Tsugawa, Betty Saiki, Luz Miguel, Jill Savage, Chris Jacobsen

The EPC met to review and revise the following policies related to HawCC Admissions & Records Office:

- HAW 5.701: Application for Graduation
- HAW 5.702: Graduation Requirements
- HAW 7.505: Class Attendance, Disappearer and No Show Policies

HawCC Registrar Dorinna Manuel-Cortez assisted the committee with understanding the rationale behind the need for policy revision, and significantly helped with the revision process. Please refer to the attached Memorandum for a detailed description of the rationale behind the need for policy revisions charged to the EPC.

***HAW 5.701: Application for Graduation***

- The rationale behind revising this policy is to adopt the language describing the policy as it stands in the HawCC catalogue
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***HAW 5.702: Graduation Requirements***

- The rationale behind revision is the need to update the policy
- Please refer to the EPC recommended revisions highlighted in yellow in the “HAW 5.702 EPC Edits” and “HAW 5.702 EPC Edits w” attachments

***HAW 7.505: Class Attendance, Disappearer and No Show Policies***

- The rationale behind revision of this policy is connected to the use of terms that are no longer applicable/outdated and need deletion, and the need for critical review of the effectiveness of the policies (especially the No Show policy)
- EPC worked on editing all sections of this policy, *except* the No Show Policy, which needs further vetting/review/input from admin and faculty
- EPC and Registrar recommend making the following revision proposals for the No Show policy:
  - 1) extend the timeframe within which students can be dropped from a class (1-2 weeks)
  - 2) ask faculty to be consistent with their utilization of the No Show Survey
  - 3) give students the ability to re-enroll if dropped
  - 4) create a way of notifying students before dropping them from classes
- Registrar suggests asking VCAA Joni Onishi to call a meeting with the admin stakeholders of this policy: Deans and VC of Student Affairs
- Registrar noted that Maui CC and Honolulu Community College do administrative withdrawals during the second week of classes
- Please refer to the EPC recommended revisions highlighted in yellow in the “ HAW 7.505 EPC Edits” attachment

***The next EPC meeting is scheduled for 2/13/15, at which time we will continue the review of our Admissions & Records policy revision charges***