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, Disapperer 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

**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- The rationale behind revision of this policy is connected to the use of terms that are no longer applicable/outdated and need deletion, and the need for critical review of the effectiveness of the policies (especially the No Show policy)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*