

Student Affairs Committee Summary Report
Friday, January 29, 2021 (Zoom), 12:30 - 2:30 PM

Present: Summer Barrett, Kami Kato, Michelle Igarashi, Lexer Chou, Grant Helgeson, Kealohi Leleo, John Signor

Guest: Jayne Bopp (Interim OPPA Director)

The Student Affairs committee continues our conversations with regard to Policy vs. Procedure. This includes identifying and clarifying common practices and procedures that are not turned into policy, and how to properly make distinctions between common practices, procedures and official policy.

Summary of policies currently under review:

- **LeeCC Graduation** - We are in the last stages of feedback for final committee review prior to our next Student Affairs meeting on February 26. We anticipate approving the draft at that meeting.
- **Course Repetition Policy** – tabled while awaiting an upcoming decision affecting all CC campuses.
- **Grading Policy** – tabled, but remains on our docket
- **Policy on Curriculum Review and Revision** - Tabled until 2022 when this policy is up for review.
- **Record of all Policies & Procedures Student Affairs works on** - This new document is being created.
- **"Student Complaint Process" doc** – Lexer is working with Tad on inserting this in the website, and she should also be added to the Division Chair list.
- **Leeward CC's STAR use of GPA and GPR** - Michelle will inform Kalei that the Student Affairs committee is in favor of changing all references of GPR to GPA. Jayne Bopp has offered to notify Adam regarding changes in the catalog.
- **Student Academic Grievance Policy** - Summer will send changes regarding Volunteer Pool (including 2 reps from OCEWD) to Michael Oishi via a memo – this will then go through Faculty Senate.
- **Course Substitution Policy & Course Load Limitations** – tabled, but remains on our docket
- **UAP Policy** - tabled, but remains on our docket
- **Concerns with Pink Cards:** Kami will provide data at our next meeting so we can begin discussion, as well as send an email to Michael Oishi about possible next steps.

Our next meeting will be on **Friday, February 26** from **12:30-2:00pm**.