

Student Affairs Committee

Report to Faculty Senate

10.14.20

- I. Ad Hoc Academic Grievance Volunteer Pool for Fall 2020 confirmed
- II. Student Affairs Committee Members for SY 2020-2021
 - John Signor, Associate Professor, Music, Committee Co-Chair
 - Summer Barrett, Associate Prof, Community Outreach & Transition, Co-Chair
 - Jean StavRue-Pe'ahi, Associate Professor, Counselor
 - Jaydene Kale'a Silva, Associate Professor, Education
 - Kami Kato, Interim Dean of Student Services
 - Gregg Yoshimura, Financial Aid Office Unit Head
 - Grant Helgeson, Registrar [Admissions & Records Unit Head]
 - Michelle Igarashi, Interim Student Services Program Officer, Deputy Title IX Coordinator for Students, Student Conduct Officer, Early College Coordinator
 - Lexer Chou, Student Life Coordinator, Student Services Coordinator
 - Kealohi Leleo, Student Government President
- III. Committee Meetings:
 - A. September 9, 2020, 12-2pm
 - B. October 7, 2020, 12-2pm
 - C. November 9, 2020, 12-2pm
 - D. December - TBD
- IV. Drafting Leeward Community College Graduation Policy Proposal
 - A. Policy would require students to have a minimum cumulative GPA of 2.0 in order to graduate and establish Commencement Participation criteria
- V. Reviewed Course Substitution Policy and Course Load Limitation Policy
 - A. Established these are campus procedures overseen by the Counseling Unit.
 - B. Asked Counseling Unit to:
 1. Clarify these procedures,
 2. Determine if procedures should be documented in an internal Standard Operating Procedures document
 3. Correct descriptions in the catalog
 - a) Course Substitution: Counselors facilitate (not make the decision).
 - b) Course Load Limitations: Counselors make the decision (versus DOSS)

VI. Additional Policies Under Review

A. Academic Grievance Policy

1. Working on amendments to expand the volunteer committee pool to include OCEWD and include the option for students to have advisors.
2. Senators Barrett and Signor move to create an ad hoc committee to review amendments to the Student Academic Grievance (SAG) policy.
 - a) Essential Question: should the SAG policy allow for grievances in which the instructor does not fulfill the general instructor responsibilities and before a course grade has been assigned?
 - b) Contacted by Business Division Chair, Warren Kawano. In a recent division chair's meeting, some students shared the issues they are facing in their courses. Leeward CC's AGC procedure does not allow for grievances in which the instructor does not provide feedback/grades to the students. Kami shared that UHWO has a very robust Academic Grievance Procedure that accounts for many issues that students face. Section III covers responsibilities of faculty members. Requesting the Faculty Senate look into this and pass any amendments by the end of this academic year.
 - c) Recommend members from the Faculty Committee and Student Affairs Committee serve on Ad Hoc committee.

B. Student Conduct Code Policy - working on amendments to designate Student Committee Chair to identify faculty members to serve on Student Appellate Board and to indicate these faculty would be drawn from the AGC volunteer pool

C. Course Repetition Policy - working on proposal to formalize into policy

D. Student Government requests for Leeward CC to post an entire Academic Year of courses to aid student planning (like [Kaua'i CC](#)).

1. Need to determine which Faculty Senate Committee most appropriate to lead this inquiry.