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**COMMITTEE ON STUDENT AFFAIRS**  
**MEETING MINUTES**

**MEETING DATE:** November 7, 2018    **1:30 AM to 2:30 PM**  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Michelle Bisbee	P	Camaron Miyamoto, Chair	E				
Jill Sur	P	Jaylin Petersen- ASUH Rep, Chair of Student Affairs	A				
Brad Taylor, Vice Chair	A	Maria McCormick- GSO Rep	P				
Vanessa Wong, via polycom	P						
Aaron Ohta, Secretary	P	Jennifer Griswold, SEC Liaison	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Secretary Aaron Ohta at 1:33 PM
<b>REVIEW OF MINUTES</b>	1. The October 10, 2018 CSA minutes were circulated electronically.	1. Motion by Jill Sur to approve the October 10, 2018 meeting minutes; seconded by Michelle Bisbee. Approved unanimously.
<b>CHAIRS REPORT</b>	1. None	
<b>UNFINISHED BUSINESS</b>	1. Academic Advising asked for a resolution last year from CSA. Feedback from Brian Shevelenko: everything that was requested by CAA in in progress; MFS resolution would be redundant. CSA should help represent CAA to	1. Contact CAA to see how CSA can help with support (Camaron).



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	MFS; appoint ex-officio member (CSA to CAA or vice-versa?)	
<b>BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Follow up speakers from the interim Vice Chancellor for Students, Lori Ideta.</li> <li>2. Discussion on December guest speakers</li> <li>3. Discussion the First-Year Experience and what form of action by CSA.               <ol style="list-style-type: none"> <li>a. GSO thoughts (from Maria):                   <ol style="list-style-type: none"> <li>i. Some type of first-year experience for grad students is a good idea                       <ol style="list-style-type: none"> <li>1. Want an experience that is longer, more in depth than current orientation sessions</li> <li>2. Format: maybe a workshop series?</li> <li>3. Scale: how many grad students would participate?</li> </ol> </li> <li>ii. Important topics                       <ol style="list-style-type: none"> <li>1. Interdisciplinary relationships</li> <li>2. Community-building activities (outside of classes, research)</li> <li>3. more buy-in to idea of Hawaiian place of learning</li> <li>4. Events, networking</li> <li>5. Guidance on writing CVs, abstracts, etc</li> </ol> </li> <li>iii. Other important points:                       <ol style="list-style-type: none"> <li>1. Master's students: find their place on campus, then soon graduate</li> </ol> </li> </ol> </li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Not discussed.</li> <li>2. Not discussed.</li> <li>3. Create survey to seek input from students (Michelle)               <ol style="list-style-type: none"> <li>a. GSO</li> <li>b. ASUH</li> </ol> </li> <li>4. Ask Student Affairs for data on first-year program (Jill)</li> </ol>



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	<ol style="list-style-type: none"> <li>2. lack of information on resources (e.g. health services, child care)</li> <li>3. No orientations available for those starting in spring semester</li> <li>4. what about online students? (e.g. social work)</li> </ol> <p>b. Programs for undergrads at other institutions (presented by Jill Sur)</p> <ol style="list-style-type: none"> <li>i. U. Iowa: online courses for training on how to use online system, Title IX training; also have some informal in-person meetups</li> <li>ii. Many institutions have in-person small group classes that are mandatory (Gen Ed requirement)</li> </ol>	
<b>ADJOURNMENT</b>	Our next CSA meeting will be on Wednesday, December 5, 2018 in Hawaii Hall 208.	Motion to adjourn by Jill; seconded by Michelle. Meeting adjourned at 2:15 PM.

Respectfully submitted by Aaron Ohta, Secretary.

Approved on December 7, 2018 with all votes in favor of approval and 0 against.