**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** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Meeting was called to order by Secretary Aaron Ohta at 1:33 PM |
| **REVIEW OF MINUTES** | 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. |
| **CHAIRS REPORT** | 1. None |  |
| **UNFINISHED BUSINESS** | 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 MFS; appoint ex-officio member (CSA to CAA or vice-versa?) | 1. Contact CAA to see how CSA can help with support (Camaron). |
| **BUSINESS** | 1. Follow up speakers from the interim Vice Chancellor for Students, Lori Ideta. 2. Discussion on December guest speakers 3. Discussion the First-Year Experience and what form of action by CSA.    1. GSO thoughts (from Maria):       1. Some type of first-year experience for grad students is a good idea          1. Want an experience that is longer, more in depth than current orientation sessions          2. Format: maybe a workshop series?          3. Scale: how many grad students would participate?       2. Important topics          1. Interdisciplinary relationships          2. Community-building activities (outside of classes, research)          3. more buy-in to idea of Hawaiian place of learning          4. Events, networking          5. Guidance on writing CVs, abstracts, etc       3. Other important points:          1. Master’s students: find their place on campus, then soon graduate          2. lack of information on resources (e.g. health services, child care)          3. No orientations available for those starting in spring semester          4. what about online students? (e.g. social work)    2. Programs for undergrads at other institutions (presented by Jill Sur)       1. U. Iowa: online courses for training on how to use online system, Title IX training; also have some informal in-person meetups       2. Many institutions have in-person small group classes that are mandatory (Gen Ed requirement) | 1. Not discussed. 2. Not discussed. 3. Create survey to seek input from students (Michelle)    1. GSO    2. ASUH 4. Ask Student Affairs for data on first-year program (Jill) |
| **ADJOURNMENT** | 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.