MINUTES
GRADUATE COUNCIL MEETING
February 6, 2013

I. CALL TO ORDER

Chair Ken Morris called the meeting to order at 2:00 p.m. on Wednesday, February 6, 2013, at the University of Hawai‘i at Hilo’s Mo‘okini Library, Conference Room B.

In attendance: Aaron Jacobs, Adam Pack, Cathy Zenz, Tam Vu, Ken Morris, Seri Luangphinith, Māhealani Jones, Travis Nakayama (proxy for Jan Zulich), Brian Bays, Scott Saft, Matt Platz, Kay Daub, Donald Price, Michael Shintaku, Bryan Kim, Nalini Yadav, and Holo Hoopai.

II. APPROVAL OF MINUTES OF THE JANUARY 16, 2013 MEETING

MAILCE Self-Study
The council revisited the status of the MAILCE self-study, as it was forwarded to Interim Vice Chancellor for Research (VCR) Daniel Brown. It was not clear to the council if the MAILCE self-study should get routed through the Faculty Congress or the Vice Chancellor for Academic Affairs. Chair Morris will follow up with the VCR on the appropriate routing process.

Graduate Council Charter
A working version of the Graduate Council charter was circulated among council members, which was not revised to reflect the input from the VCR. Chair Morris will revise the Graduate Council charter, as appropriate, and distribute it to council members to discuss at the council’s next meeting.

Chair Morris called a vote to accept the minutes of the January 16, 2013 meeting without amendments. (10 in favor, 0 opposed, 0 abstained)

III. AGENDA ITEMS

Graduate Degree Core Competencies and Assessment

Seri Luangphinith, WASC Liaison for UHH: The council was updated on WASC-related assessment requirements. The UHH institutional report is due July-September, 10 weeks prior to the UHH off-site review that has not yet been scheduled. The off-site review should occur October-December. The institutional report will consist of a new area called “The Meaning, Quality, and Integrity of a Degree.” Refer to 2.2 and 2.2b in the WASC 2013 Handbook of Accreditation Excerpt for specific criteria. There are five core competencies that should be assessed institutionally: Written Communication, Oral Communication, Quantitative Reasoning, Information Literacy, and Critical Thinking. Although graduate-level retention and graduation data is not required at this time, by 2017, all universities must have plans to develop and evaluate data for both undergraduate and graduate programs with regard to the core competencies. Ms. Luangphinith mentioned that she may/may not request from the Graduate Council a brief document outlining institutional graduate assessment and evaluative measures. Ms. Luangphinith will forward to the council the evaluation rubrics received from WASC and the institutional report description.
Donald Price and Chair Morris will review the evaluation rubrics and create a rough assessment template to introduce at the council’s next meeting.

UHHSA (Funding for Graduate Students)

Nalini Yadav, Graduate Student Liaison: Ms. Yadav spoke in absentia for Kyle Kumashiro, UHHSA Graduate Senator Representative. Mr. Kumashiro submitted written testimony in his absence. UHHSA is advertising the Hilo Ambassador Award that offers $500 travel grants to graduate students who present their research at conferences. Ms. Yadav spoke of the need to organize a Graduate Student Council but apprised the council of the difficulty in coordinating this effort. A monetary incentive was briefly discussed. Ms. Yadav will follow up with Mr. Kumashiro to align objectives regarding the Graduate Student Council.

Graduate Council Charter

Ken Morris, Chair: The council reviewed the VCR’s comments on the most recent revision of the charter. Article II. Composition – The unit representation should specify an academic unit level (college, school, and division) and not the individual graduate programs. Article IX. By-laws. Section 1. – Replace the word ‘amendment’ with either ‘by-laws’ or ‘amendments to by-laws.’ Chair Morris will distribute a clean copy of the charter to the council prior to the council’s next meeting when it will be formally reviewed and voted upon.

IV. OTHER BUSINESS

Curriculum Committee

Brian Bays volunteered to be the third member on the Curriculum Committee.

V. ADJOURNMENT

There being no further business, the meeting adjourned at 2:49 p.m.

Minutes submitted by Holo Hoopai.