MINUTES

GRADUATE COUNCIL MEETING
May 01, 2013

I. CALL TO ORDER
The meeting commenced at 2:03 p.m. on Wednesday, May 01, 2013, at the University of Hawai‘i at Hilo’s Mo‘okini Library, Conference Room B (Room 232).

In attendance: Committee Members: Māhealani Jones, Kenneth Morris, Tam Vu, Ed Fisher, Kay Daub, Nalini Yadav, Adam Pack, Bryan Kim, Scott Saft, Cathy Zenz, Brian Bays, Aaron Jacobs, Daniel Brown, Donald Price, Mike Shintaku, and Holo Hoopai.
Proxies: Randy Hirokawa for Matt Platz.
Guests: Makalapua Alencastre

II. APPROVAL OF MINUTES OF THE APRIL 03, 2013 MEETING
Māhealani Jones moved and Nalini Yadav seconded a motion to accept the minutes of the April 03, 2013 meeting without corrections. (7 in favor, 0 opposed, 1 abstained)

III. AGENDA ITEMS

Graduate Forms 2, 3, and 4
The council discussed the possible redundancy of Form 2 and the Recommendation for Admission to Candidacy for a Doctoral Degree form, as both forms are required of Ph.D. students. Currently, Form 2 is used by both masters and doctoral students, which may prove difficult since this form signifies different milestones to different graduate programs. The council decided to separate the required graduate paperwork for masters and doctoral students.

Scott Saft, Ed Fisher, and Cathy Zenz will discuss the appropriate forms necessary for doctoral students with a target of Fall 2013 to have identified the appropriate forms.

The council identified that two versions of the Form 3 are in circulation.

Māhealani Jones will update the Graduate Handbook with the most recent version of Form 3.

The council discussed the fact that students are turning in Form 4 without having completed all degree requirements. Students who turn in Form 4 are under the assumption that their degree will be conferred despite being deficient. Steps need to be put in place to assure that both students and their graduate advisors are aware of potential deficiencies prior to submitting the Form 4. The council discussed the possibility of requiring that students submit their degree progress report from STAR along with Form 4. The discussion was tabled until the council’s next meeting.

Kahuawaiola Indigenous Teaching Education Program
Recently, the Hawai‘i Teacher Standards Board allowed alternatives to satisfy the basic skills and content knowledge requirement for teaching licensure. Basic skills can be verified by possession of a bachelor’s degree in lieu of Praxis I. Content knowledge can be verified by semester hours of undergraduate work in a specific content area or an applicable graduate degree in lieu of Praxis II. As the Kahuawaiola Indigenous Teaching Education program no longer requires students to pass
the Praxis I and II exams for admission, the council discussed changing general admission policy to specify that the GRE or equivalent be required only for graduate degrees since Kahuawaiola is a graduate certificate program.

Mike Shintaku moved and Donald Price seconded a motion that the requirement for a GRE or equivalent be required for graduate degrees and not graduate certificates. (12 in favor, 0 opposed, 0 abstained)

**Annual Report**
Most annual reports have been submitting with only a few outstanding.

**Mentoring Credits**
The council discussed the issuance of mentoring credits allowed to faculty in the TCBES program. Bryan Kim urged other graduate programs to have discussions with Vice Chancellor for Academic Affairs Matthew Platz about the issuance of mentoring credits for their faculty.

**IV. OTHER BUSINESS**

**TCBES Graduate Student 1-Year Extension**
Donald Price requested that TCBSE graduate student Carey Yost be granted a 1-year extension to complete her master’s degree.

Mike Shintaku moved and Tam Vu seconded a motion to approve a 1-year extension for TCBES student Carey Yost. (10 in favor, 0 opposed, 0 abstained)

**V. ADJOURNMENT**
There being no further business, the meeting adjourned at 3:12 p.m.

Minutes submitted by Holo Hoopai.