

MINUTES GRADUATE COUNCIL MEETING

SEPTEMBER 30, 2013

I. CALL TO ORDER

The meeting commenced at 3:02 p.m. on Monday, September 30, 2013, at the University of Hawai'i at Hilo, PB 20-101.

In Attendance

Voting Members: Aaron Jacobs, Brian Bays, Cathy Zenz, Donald Price, Māhealani Jones, Michael Shintaku, Nalini Yadav, Scott Saft, and Tam Vu.

Ex-Officio Members: Anthony Otsuka, Matthew Platz, and Holo Hoopai.

Proxies: Alice Davis for Kay Daub and Michele Ebersole for Jan Zulich.

Other: Natalie Savona.

II. AGENDA ITEMS

1. Introductions

Participants introduced themselves including name and role.

2. Graduate Student Representative

The Graduate Council Charter does not specify a process to appoint this position. Currently, Ms. Yadav serves in this capacity. Ms. Jones pointed out the Council's original intent was for graduate students, across all programs, to nominate one representative who would serve on the Graduate Council. Ms. Jones, Ms. Yadav, and Ms. Savona intend to meet independently with VCAA Platz and propose/discuss ideas on improving graduate student organization and participation.

The Council decided the Graduate Student position will be occupied by the UH Hilo Student Association Graduate Senator, Ms. Savona. Upon doing so, the Council commended Ms. Yadav for her two years of voluntary service.

3. Sub-Committee Composition

The two, standing committees outlined in the Graduate Council Charter are the Program and Curriculum Committees. The Program Committee evaluates new graduate program proposals and significant changes to current programs. This committee also reviews existing programs and the certification of graduate instructional personnel. The Curriculum Committee evaluates new course proposals and course/program modifications.

Following is the respective committee composition for Academic Year 2013-2014:

Program Committee: Tam Vu (Chair), Māhealani Jones, and Brian Bays.

Curriculum Committee: Michael Shintaku (Chair), Aaron Jacobs, and Cathy Zenz.

4. Annual Report

Mr. Hoopai collected Annual Reports in Spring 2013 and will distribute these reports to Council members for comment.

5. Provisional to Established Status & Authorization to Plan

The M.A. in Indigenous Language and Culture Education of Ka Haka 'Ula O Ke'elikōlani is currently before the UH Council of Chief Academic Officers (CCAO). The request before CCAO is to move the degree program from provisional to established status.

The Authorization to Plan for a Ph.D. in Tropical Conservation Biology and Environmental Sciences did not proceed upward to CCAO for approval. Its status is pending further discussion between the Chief Academic Officers at UH Hilo and UH Mānoa.

The Pharm.D. degree program may soon complete its provisional cycle and, therefore, be subject to review. Dr. Jacobs and Dr. Otsuka will follow up on the Pharm.D. program status.

The M.A. in China-U.S. Relations will no longer continue. As a result, a M.A. in Asia Pacific-U.S. Relations is in the pipeline. Dr. Vu expressed confusion with the curriculum review process, as it specifically relates to an interdisciplinary degree. VCAA Platz pointed out that a wealth of curriculum resources et al. are on his website.

6. New Programs to Review

The M.A. in Heritage Management may be requesting provisional status. Upon this action, the Curriculum Committee will review the degree program.

III. OTHER BUSINESS

1. Tracking Degree Programs

The Council discussed the benefits of tracking new degree programs/programs under review and displaying the routing information on the Graduate Council website. Mr. Hoopai will do further research into providing this capability.

2. Research Training and Revolving Funds (RTRF)

RTRF is derived from the indirect/facilities and administrative cost of an extramural grant and is received the following fiscal year after expenses are incurred. VCAA Platz informed the Council that he expects to receive approximately \$100,000 of this type of funds. He intends to allocate these funds as course release for faculty who have demonstrated their ability to successfully acquire extramural grants. This course release would support those faculty members as they mentor students, conduct workshops, give presentations, and continue to write grants.

IV. APPROVAL OF MINUTES OF THE MAY 01, 2013 MEETING

Mr. Jacobs moved and Ms. Vu seconded a motion to accept the minutes of the May 01, 2013 meeting. There being no objection, the motion carried.

V. ADJOURNMENT

There being no further business, the meeting adjourned at 4:02 p.m.

Minutes submitted by Holo Hoopai.