

MINUTES GRADUATE COUNCIL MEETING

OCTOBER 14, 2013

I. CALL TO ORDER

The meeting commenced at 3:00 p.m. on Monday, October 14, 2013, at the University of Hawai'i at Hilo, PB 20-101.

In Attendance

Voting Members: Brian Bays, Māhealani Jones, Donald Price, Scott Saft, Natalie Savona, Michael Shintaku, and Tam Vu.

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

Proxies: Diane Barrett for Jan Zulich and Linda Connelly for Aaron Jacobs.

Other:

II. APPROVAL OF MINUTES OF THE SEPTEMBER 30, 2013 MEETING

The minutes of the September 30, 2013 meeting were accepted with corrections. (8-favor, 0-opposed, 0-abstained)

III. AGENDA ITEMS

1. Program Committee Report – Review Certification of TCBES Faculty

After having reviewed the curriculum vitae of the nine individuals under consideration as TCBES Certified Faculty, the Program Committee requested minor clarification from Donald Price. Thereafter, the Program Committee recommended the Graduate Council vote to approve the following individuals as TCBES Certified Faculty:

1. Brian Perry
2. Barbara Block
3. Nicole Hynson
4. Tara Holitzki
5. Lora Reves
6. John Burns
7. Laura Warman
8. Jesse Trushenski
9. Todd Dawson

The Program Committee requested that in addition to providing a candidate's CV, future submissions for Certified Faculty review also include a description of services/courses the individual will provide.

Tam Vu moved and Michael Shintaku seconded a motion to recommend the nine candidates be Certified Faculty in the TCBES program. (8-favor, 0-opposed, 0-abstained)

2. Provisional to Established Status

Ka Haka 'Ula reported the Masters in Indigenous Language and Culture Education was positively received by both the UH Council of Chief Academic Officers and the UH Board of Regents (BOR). It is expected to move from provisional to established status at the next meeting of the UH BOR.

The College of Pharmacy reported the Doctor of Pharmacy program is revising the necessary documents as it routes up the chain to move from provisional to established status.

Linda Connelly stated that Aaron Jacobs will update the Council regarding the Doctor of Pharmacy program at the Council's next meeting.

3. Policy and Record Keeping

The Council reviewed the policy on time limit for Ph.D. program completion. A memo dated May 3, 2013 from the Office of the Chancellor established a seven-year time limit for Ph.D. candidates. The Council may approve up to three years for additional study under extenuating circumstances.

The Council discussed the need to better track proposed policy changes/additions and other relevant information/material for which the Council has oversight. Members also expressed a need to maintain current documents and business information online for easy access/reference.

Currently, there is no UHH policy outlining the requirements for faculty to teach a graduate course. VCAA Platz pointed out that other institutions have a Professor of Practice classification where qualification is based on technical experience in lieu of possessing a terminal degree. VCAA Platz made recommendations at the UH System level but other system-wide issues have taken precedence.

VCAA Platz will inquire with Seri Luangphinit regarding WASC implications for faculty who do not possess a terminal degree and teach a graduate-level course. VCAA Platz also noted that until action is taken at the System level regarding this issue, the Council should make case-by-case recommendations and route it to his office.

4. Review of Graduate Council Charter

Māhealani Jones updated the Charter to reflect the absence of the Vice Chancellor for Research and Economic Development position. VCAA Platz requested that current forms containing the term VCRED should be replaced with VCAA or Designee.

Holo Hoopai will follow up to make sure appropriate forms (Form 3 & 4) that contain the term VCRED are replaced with VCAA or Designee.

III. OTHER BUSINESS

1. Graduate Form 4

Māhealani Jones reintroduced a prior concern the Council had previously tabled. Graduate Program Chairs oftentimes sign off on Form 4 without confirming that a student has met all academic degree requirements to graduate.

The Graduate Council would like to institute a procedure that is stated in both the Graduate Student Handbook and on Form 4 whereas the Graduate Program Chair must first review the student's STAR Degree Progress Report prior to signing Form 4. This is to ensure the student has met all academic degree requirements.

2. Suggested Implementation

The Council discussed its own operations and suggested a procedural change to address the maintaining of current policies, documents, forms, and general information.

When voting to approve policy or other relevant items, the stated motion should also mention all online and offline areas where updating documents, forms, and general information is necessary.

IV. ADJOURNMENT

There being no further business, the meeting adjourned at 3:53 p.m.

Minutes submitted by Holo Hoopai.