

MINUTES GRADUATE COUNCIL MEETING

NOVEMBER 25, 2013

I. CALL TO ORDER

The meeting commenced at 3:01 p.m. on Monday, November 25, 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, Scott Saft, and Tam Vu

Ex-Officio Members: Anthony Otsuka, Jean Ippolito, and Holo Hoopai.

Proxies: Avis Masuda for Jan Zulich and Nalini Yadav for Natalie Savona.

Other: Ed Fisher.

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

Māhealani Jones moved and Donald Price seconded a motion to accept the minutes of the September 30, 2013 meeting with corrections. (8-favor, 0-opposed, 0-abstained)

III. AGENDA ITEMS

1. Doctor of Pharmacy Update – Provisional to Permanent

Ed Fisher reported that the Doctor of Pharmacy program is currently routing its request for permanent status. The budget portion is under review by Vice Chancellor for Administrative Affairs, Marcia Sakai, before the Self Study routes onward to Vice Chancellor for Academic Affairs, Matthew Platz, and to the UH Council of Chief Academic Officers.

Mr. Fisher also reported that the Masters in Clinical Psychopharmacology has graduated two cohorts. The two-year program is designed to train clinical psychologists without prescribing authority and is steadily growing.

2. WASC Concerns Re. Faculty without a Terminal Degree

Regarding the percentage of faculty who possess a terminal degree within graduate, academic programs, Holo Hoopai reported that WASC Standard 2.1 states that educational programs “are staffed by sufficient numbers of faculty qualified for the type and level of curriculum offered.”

3. MA in Heritage Management

The proposed program and courses have been submitted to Curriculum Central. However, the Graduate Council has not had the opportunity to conduct its own review and discuss accordingly. The Graduate Council will circulate the program proposal via pdf and/or grant access for Graduate Council members to view the proposal in Curriculum Central.

Holo Hoopai will route the MA in Heritage Management program and course proposal to the Graduate Council.

4. Graduate Student LISTSERV

After much discussion, the Graduate Council decided to utilize UH Announce as opposed to the UH LISTSERV to send out announcements and information to UHH graduate students.

Holo Hoopai will coordinate with VCAA Platz on a process for the Graduate Council to send out announcements to all UHH graduate students and inform the Council accordingly.

5. Update on UHH Employee Classification

On January 26, 2012, the Graduate Council approved a language modification to Board of Regents Policy 9.2. This modification increased the number of personnel classifications at UHH from three to nine. Nancy Lombard also proposed a similar change to UH Systemwide Executive Policy 9. The Council could not identify what action had been taken after the language modification was approved in 2012.

Scott Saft and Holo Hoopai will follow up to determine the outcome of the approved language modification to Board of Regents Policy 9.2.

6. Graduate Council Goals

The Graduate Council discussed the need to identify goals towards which efforts can be focused. The Graduate Council discussed the following topics, at large:

1. Establish a Graduate Division that, among other functions:
 - a. Largely oversees student retention and matriculation
 - b. Facilitates adequate resources and support for graduate programs and students
 - c. Serves as a clearinghouse of information pertinent to graduate programs and students
 - d. Works in concert with all graduate programs to assure consistency in executing policies and procedures, as established by the Graduate Council, UHH, and UH System
2. Track relevant documents, policies, and procedures

Scott Saft and Holo Hoopai will follow up with VCAA Platz to solicit input on Graduate Council goals for Spring 2014.

III. OTHER BUSINESS

IV. ADJOURNMENT

There being no further business, the meeting adjourned at 4:00 p.m.

Minutes submitted by Holo Hoopai.