

UH Graduate Council

Minutes: 2 March 2018
Time: 2:00-3:30 pm
Location: Wai'ōlino 212

Attending: Ghee Tan, Mike Shintaku, Shelby Wong, Mary Louise Haraguchi, Alice Davis, Bryan Kim, Diane Barrett, Becky Ostertag, Scott Saft, Māhealani Jones.

Excused: Peter Mills.

Ex officio: Ken Hon.

- I. Meeting called to order at 2:07 pm.
- II. Minutes from previous meeting on 2 February 2018 approved.
- III. Agenda Items
 1. Provisional acceptances update (Māhealani). Was not able to meet with EEO/AA to confirm new process. It was suggested that the provisional acceptance letter state that the student must meet the GPA requirements of his/her program, and that programs communicate directly with the students (separate from the acceptance letter) to detail course enrollment and academic performance expectations.
 2. Affiliate faculty for TCBES reviewed and voted on. All five approved 9-0-0. Ken wants the deans to see CV of affiliate (can write grants and serve on graduate committees, but cannot teach) and adjunct (can teach, write grants, and serve on graduate committees) faculty before the offer letter goes out. He noted that if an affiliate or adjunct is then hired as a lecturer, it bumps her out of the adjunct position. Kalei wants a more detailed appointment letter from the deans, and wants new letters each year re-appointing them to the affiliate or adjunct position.
 3. Discussion about adding wording to the Handbook to set guidelines for committee members to respond to thesis drafts for edits. Determined that it is not necessary.
 4. Discussion about who signs special topic/experimental course proposals at the graduate level. In the past deans have not wanted to sign. Ken assured members that deans will be signing in the future.
 5. Summer classes update. Discussion with Ken whether both 699 and 690 can be offered. He will check. At this time, DNP will likely have 2 students needing 1 credit each, Education 1 student for 3 credits, TCBES 1 student for 3 credits of 690.
 6. No report from FC liaison.
 7. Update on graduate student full-time/part time status. No update. Scott was unable to reach FA staff. Will try again.
 8. Update on assessment. One rubric will need to be developed each year for 3 more years (total of 4). It was decided to begin work on the second: quantitative reasoning. A meeting is planned for Friday, April 27, 2:00-3:30 in the Wai'ōlino conference room. Current assessments are due on June 1 for collation by Scott.
- IV. Other Business
 1. Alice asked about the DNP provisional to permanent status, and when it will be scheduled for the full BOR. Ken reported that it looks like the committee will review in May, with the full board voting in June.
 2. Ken announced that commencement for all grad programs will be conducted the same way the PharmD hooding has been done, to move things along more quickly. Two or three faculty will hood students, as they come through one-by-one. Committee advisors will be named aloud when the students' names are announced, and will meet the student at the bottom of the ramp to give a lei and offer congratulations. The alternative is for all grad programs to have individual hooding ceremonies prior to commencement, and students walk on stage already hooded.
- V. Meeting adjourned at 3:25 pm. Respectfully submitted by M. Jones