

UH Hilo Graduate Council

Minutes 12 January, 2018

Location: Wai'ōlino 212

Attending: Mike Shintaku, Bret Mossman, Chelsea Kay-Wong, Shelby Wong, Mary Louise Haraguchi, Peter Mills, Becky Ostertag, Ghee Tan, Bryan Kim, Michele Ebersole for Diane Barrett, Kim Shmina for Alice Davis, Scott Saft, Māhealani Jones.

Excused: Alice Davis, Diane Barrett.

- I. Meeting called to order at 2:06.
- II. Minutes from previous meeting on 1 December 2018 accepted as submitted.
- III. Agenda Items
  1. Definition of full-time students at the graduate level (Scott). Chelsea said UH Mānoa has a blurb about 1 credit being full time, and also spoke with Sherrie Padilla in FA. Sherrie says anyone can contact her directly. Scott offered to do so.
  2. Processing provisional acceptances (Māhealani). Attempting to make this process smoother, will one letter (from the Grad Division) suffice? This would eliminate the need for program chairs to compose a separate letter. Māhealani will ask Jennifer Stotter if proposed language will be ok.
  3. Report from GC liaison to Faculty Congress (Shelby). No report, no meeting was held in December.
  4. Leadership (Scott). Reminded the group that a new chair will need to be selected for next year.
  5. Reminder: Assessment meeting planned to construct rubrics for Written Communication on Jan 26.
- IV. Other Business
  1. Reminder that the question of non-UH Hilo committee members needing complex paperwork and TB tests to participate has not been resolved. Māhealani and Shelby offered to speak with Michael Bitter, as things changed in the CAS Dean's office under Susan Brown, and he may have additional insight that could make it simpler.
  2. Chelsea reminded program chairs that students who exceed 5 years in their programs will need waivers to bring older courses back into the programs.
  3. Chelsea said she will post a date by which students must petition to graduate in summer. It is not currently in the Academic Calendar.
- V. Meeting adjourned at 3:08.

Respectfully submitted by M. Jones