

UH Hilo Graduate Council

Minutes: 2 February 2018

Time: 2:00-3:30 pm

Location: Wai'ōlino 212

Attending: Bryan Kim, Ghee Tan, Shelby Wong, Peter Mills, Diane Barrett, Bret Mossman, Becky Ostertag, Mike Shintaku, Scott Saft, Māhealani Jones.

Excused: Alice Davis, Mary Louise Haraguchi.

- I. Meeting called to order at 2:05.
- II. Minutes from previous meeting on 12 January 2018 approved with minor spelling edits.
- III. Agenda Items
 1. Processing provisional acceptances (Māhealani). It is hoped that a more streamlined and easy process be used to notify students of provisional acceptance. It's important that the process be flexible. Do we want to consider eliminating provisional acceptance or changing minimum requirements? Māhealani will discuss options with EEO/AA,
 2. Affiliate/Certified faculty and committee service (Shelby). Mānoa also has noncompensated faculty, and they must go through HR, including submitting TB test results. There really is no other option. By the time of submission of Form 3, the no-compensated thesis advisor must be affiliated with UH Hilo, "worthy of representing UH Hilo if they ever want to write a grant." Becky will write up a process to get affiliate faculty on board.
 3. Report from GC liaison to Congress (Shelby). Nothing to report except that the Counseling Center is offering simulated software (Kognito) to help faculty identify students at risk. Training takes about 45 minutes, and can be done in sections.
 4. Assessment rubric. Motion to adopt the assessment rubrics created for Written Communication on January 26 by a majority of GC members passed, with minor edits, 8-0-0.
 5. Assessment planning. Open Q&A about the process. Are all graduate program assessments to be collated? Are the same things assessed each year? Suggested that the same two faculty perform this assessment for consistency. Diane says that her program calibrates among the faculty so that different people can participate, and so that not all assessment falls to the same two people. Can a random sample of students be assessed, or must the entire class be included?
- IV. Other Business
 1. Full time status for grad students. Scott will check with FA.
 2. Continuous enrollment (Becky). Question of what classes are permissible for continuous enrollment. Can non-program course count? It was expressed that there are two main purposes for continuous enrollment: that the student remain in touch with the program and his/her advisor, and that progress through the program be maintained. It is up to faculty and program directors to assure that they are meeting regularly with their advisees/students.
 3. Summer enrollment in 690 courses (Becky). TCBES and Education expect to have students needing 690s this summer. Shelby will discuss with Ken. V. Meeting adjourned at 3:10.

Respectfully submitted by M. Jones