

UH Hilo Graduate council

Minutes 1 December 2017

Location: Wai'ōlino 212

Attending: Peter Mills, Alice Davis, Mike Shintaku, Mary Louise Haraguchi, Becky Ostertag, Chelsea Kay-Wong, Diane Barrett, Ghee Tan, Scott Saft, Māhealani Jones.

Excused: Shelby Wong

- I. Meeting called to order at 2:05.
- II. Minutes from previous meeting on 3 November 2017 approved with minor spelling edits.
- III. Agenda Items
 1. Definition of full-time student at the graduate level (Scott). Currently students must enroll for 6 credits to be considered full time, even during the thesis or dissertation phase of their programs. KHU asked us to consider permitting 1 credit to be considered full time for these students. Issues may include financial aid and students wanting to remain on their parents' health insurance plans. Chelsea will inquire with FA and see what Mānoa does. To be revisited in the spring.
 2. TCBES affiliate/adjunct faculty. Those proposed by Becky to sit on TCBES thesis committees were approved 9-0-0.
 3. Report from GC liaison Shelby: DNP provisional-to-established document was presented at CCAO and will move forward to the BOR in January concurrently with UH Mānoa's DNP program if minor revisions can be completed by Dec. 20. The document was well-received. PhD in Pharmaceutical Sciences provisional-to-established document will be written in the spring.
 4. Assessment update: Mary Louise reminded us that GC must take the next step in creating basic rubrics for evaluation relevant to all graduate programs this spring. The mid-cycle WASC review is due in Spring 2019, and we must make progress now to be able to perform evaluations by that date. A comprehensive WASC review will be in Spring 2021, with a visit from WASC Fall 2021. A meeting was set for Friday, January 26, 2:00, for GC members to draft rubrics.
 5. Next semester items for consideration:
 - a. Faculty workload
 - b. Affiliate faculty processing in HR (TB test requirement, if they do not expect to be on campus?)
 - c. Full time credit load for thesis/dissertation students
 - d. Provisional acceptance process (skipped over in this meeting)
- IV. No other business
- V. Meeting adjourned at 3:21.

Respectfully submitted by M. Jones.