

UH Hilo Graduate Council

Minutes 1 September 2017

Location: Wai'ōlino 212

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

Excused: Mike Shintaku

Ex officio: Ken Hon, Interim VCAA

- I. Meeting called to order at 2:04.
- II. Approval of Minutes from meeting on 12 May 2017: approved with correction of spelling errors 10-0-0.
- III. Agenda Items
 1. Membership for 2017-2018:
 - a) New members: Ghee Tan for Pharmacy, Diane Barrett for Education, Bret Mossman as student representative (TCBES student). Returning: Bryan Kim for Counseling Psychology, Shelby Wong for curriculum and catalog, Alice Davis for DNP, Mary Louise Haraguchi for the Library, Peter Mills for Heritage Management, Becky Ostertag for TCBES, Chelsea Kay-Wong for the Registrar, Mike Shintaku for CAFNRM, Māhealani Jones for the Graduate Division, Scott Saft for Ka Haka 'Ula.
 - b) Chair for 2017-2018: Aaron Jacobs, who was to become chair, has taken an administrative position and is therefore unable to be on GC. Ken Hon asked if Scott would be willing to continue as GC Chair, for one, possibly 2 semesters. Scott is willing to serve again for up to another year. Mike Shintaku agreed to be vice chair at the end of last spring. To be discussed further next meeting.
 - c) Tam Vu no longer represents CoBE as she has taken an administrative role. Scott will email Tam to ask if she wants to appoint someone to represent CoBE.
 - d) Tam Vu was also the liaison between GC and Faculty Congress. Shelby offered to be liaison.
 2. Provisional to established for this academic year: DNP, Heritage Management and the PhD in Pharmaceutical Sciences. Shelby will work with all programs to set up timelines to complete these documents.
 3. Differences in the language describing Incomplete grades: there are three different versions of Incomplete grade criteria/process in the Faculty Handbook, the Grad Student Handbook and the Catalog. Misaki has asked that the language be refined, clarified, and accepted by all 3, with Faculty Congress having the final vote on language. GC (Scott, Aaron and Māhealani, over the summer, and in consultation with VCAA Hon) agreed to accept FC's final language, expected to be determined early this fall semester.
 4. Waiver of student fees for some programs: two Heritage Management students who expected to graduate last spring but who need more time to finish, and thus must register for one credit each this fall, have requested to have their student fees waived. Background: in previous years, students who registered for 1-4 credits paid

less than students who registered for 5 or more credits (\$155 vs. \$225). Beginning with this academic year, students who register for one credit pay the same amount in student fees as students who register for 5 or more credits (\$224). Since resident tuition for one credit of graduate work is \$479, it brings the total for one credit to \$703. Neither student lives in Hilo, and neither expects to be on campus more than a couple of times. Peter requests that Heritage Management students in this situation not be assessed student fees. Discussion: Should all graduate programs be treated the same vs. making this an exemption for one program? Ken asked GC to come up with some criteria for him to discuss with Farrah Gomes, VCSA (whose division student fees support). Peter, Diane and Becky agreed to meet separately to determine criteria to forward to Ken. From this mini-discussion following the GC meeting:

- a) Students must have met the minimum number of thesis credits. The “extra” credit for Education will be Ed 699, as thesis work is embedded in program coursework; for other programs it will be Alpha 700/800.
- b) Students must have completed all required coursework for the program.
- c) Students must be enrolled for only one credit.

These criteria were sent to Ken following the GC meeting, and to Scott for distribution to GC members for comment. Ken meets with Farrah on Wednesday morning (9/6).

5. Update on non-thesis track in TCBES: Becky reported that the Internship track is ready to go next fall. The program is looking at ways to advertise this track.
6. PhD forms for advancement to candidacy: Scott asked for clarification on forms used for PhD students, in particular the form “Recommendation for Admission to Candidacy for a Doctoral Degree.” The only other program that uses this form is the PhD in Pharm. Sciences. Scott and Ghee agreed that each program can decide if this form is useful or not. Scott says they will probably not use in in Ka Haka ‘Ula; Ghee says it is an important milestone in their PhD students’ careers.
7. Recruitment discussion: Māhealani offered to help any program that wants to look at expanding student interest via recruitment, especially now through November. After that time, the application process will be much busier and time-consuming.

IV. Other Business:

1. Annual reports have been submitted by PhD in Pharm. Sciences, Heritage Management, and both Education programs. As of 9/6/2017, DNP and Counseling Psychology have also submitted reports. The due date was 9/1/2017. Reports are still needed from Ka Haka ‘Ula programs and TCBES.
2. Chelsea was asked to insert the deadline for grad students to apply to graduate in the Academic Calendar, since it is later than for undergrads. She agreed.

V. Meeting adjourned at 3:43.

Meeting dates for this academic year, all first Fridays, in Wai‘ōlino 212, 2:00-3:30:

Oct 6, Nov 3, Dec 1, Feb 2, March 2, April 6, May 4. January meeting to be determined, since the first Friday is before classes resume.

Respectfully submitted by M. Jones