UH Hilo Graduate Council
Minutes, 12 February, 2016
Location: UCB Social Sciences Conference Room

Attending: Scott Saft, Mary Louise Haraguchi, Peter Mills, Tam Vu, Michele Ebersole, Heather Kimball, Mike Shintaku, Chelsea Kay-Wong, Mahealani Jones

Ex Officio: Shelby Wong

Excused: Aaron Jacobs, Bryan Kim

I. Meeting called to order by Scott Saft at 2:02pm.
II. Minutes from last meeting approved, moved by Mary Louise Haraguchi, seconded by Tam Vu. 8-0-0.

III. Agenda items
   1. Charter update (Mahealani, Scott). Completed charter revisions were given to Matt Platz on 2/9/2016 for his review. If he approves, he will pass the new version to Chancellor Straney for his signature. VCAA Platz confirmed that the BOR does not need to review or approve the Charter. Reference to the BOR was removed from the final copy.
   2. Policy concerning students dismissed from one graduate program who apply to another graduate program (Michele). Mahealani will draft something to reflect the thinking expressed in discussion to cover this situation for GC’s consideration at the next meeting. No final decision made.
   3. Graduate student committees and outside members (Aaron, Scott). The process for selecting Outside Members and External Examiners for PhD students’ committees was clarified. Aaron (previously, on email) offered to assist Ghee Tan with creating a form to use for this purpose. Outside Members’ names and CVs are presented to GC for recommendation to the VCAA, who has final approval. External Examiners are invited and approved by the VCAA (programs may suggest appropriate Examiners).
   4. Update on the March 18 1st Annual Graduate Student Symposium (Heather). More details are coming together. The steering committee plans to meet with panelists on March 4 to go over expectations. 12 students are needed to help with facilitating and recording the breakout sessions.
   5. Update on the progress of graduate course evaluations (Peter). Peter will meet with Paula next week. The evaluation Heritage Management used in the fall was successful. Peter will send the fall semester’s questions to Scott, who will distribute to GC members. Shelby shared that the System is creating an online course evaluation, projected to be implemented in Spring 2017.
6. Update on application numbers (Mahealani). As of 2/10/2016:
   
   TCBES 34
   Counseling Psych 30
   DNP 14
   MAT 30
   Kahuawaiola 9
   ILCE 5
   HAWL 8
   PhD-Pharm.Sci 12

   As of January 5 there were only 37 applications. The numbers are a little down from the last couple of years.

IV. Other business
   1. Early Registration begins on April 4 (Chelsea).

V. Adjournment, moved by Peter, seconded by Heather, at 2:58pm.

Submitted by M. Jones