UH Hilo Graduate Council

Minutes, 8 April 2016

Location: UCB Social Sciences Conference Room

Attending: Scott Saft, Mary Louise Haraguchi, Chelsea Kay-Wong, Shelby Wong, Alice Davis, Bryan Kim, Aaron Jacobs, Tam Vu, Māhealani Jones.

Excused: Don Price, Heather Kimball, Michele Ebersole, Peter Mills, Mike Shintaku.

Ex officio: Ghee Tan.

I. Meeting called to order at 2:03.

II. Approval of minutes with minor clarifying edits, Mary Louise Haraguchi moved, Alice Davis seconded. 7-0-0.

III. Agenda items

1. Update on graduate level forms, especially Leave of Absence (Māhealani, Chelsea, Shelby). Updated forms include a combined Form 3 and Form 4, and signature lines have been amended to include where VCAA Platz wants to sign, and his line removed on other forms. The LOA form will continue to permit a request for LOA for 6 months. If the student wishes to extend to the second 6 months of leave, s/he will need to communicate with the program chair. Updated forms will be posted soon on the Registrar's site. In addition, all graduate level forms will first be routed through the Graduate Division (after all signatures have been obtained); thus the Academic Calendar will reflect a due date (for forms which have due dates) 3 days earlier than required in the Records office. Māhealani (for the Graduate Division) will obtain final signatures (GC Chair and VCAA when needed) and turn forms in to the Records office.

2. Discussion on policies, i.e. approving outside members, waiving 5-year limit on classes, etc. (Scott) Scott and Mahealani will review the Handbook over the summer to suggest new wording for policies that have not been closely followed or that have been inconsistently followed, and to clarify any wording that is unclear to students and faculty. No vote taken.

3. Aaron sent an old draft (2011?) to Scott regarding GC’s previous discussions/request regarding faculty workload. Scott will forward to the rest of GC, and the topic will be placed on next month’s agenda.

4. Question regarding who signs special topics forms. Shelby will follow up with an email to Misaki to clarify.

5. Update on 699 courses (Scott). Not discussed.

6. Reflections on the Graduate School Symposium (Māhealani). It’s clear that ways for students, faculty and community to connect is important. She plans to begin a speaker series in the fall, with help from programs. Māhealani will also plan to discuss the possibility of combining the TCBES symposium and the DNP symposium. In the meantime, a fall Grad School Symposium is being considered.

7. Next month’s meeting to be determined.

IV. No other business.

V. Meeting adjourned at 3:13.

Submitted by M. Jones