UH Hilo Graduate Council

Minutes, 9 March, 2016

Location:  UCB social Sciences Conference Room

Attending:  Peter Mills, Alice Davis, Tam Vu, Shelby Wong, Bryan Kim, Heather Kimball, Don Price, Michele Ebersole, Aaron Jacobs, Mike Shintaku, Mary Louise Haraguchi, Scott Saft, Mahealani Jones.

I. Meeting called to order by Scott Saft at 2:03.

Announcement:  Chancellor Straney approved the GC Charter revisions.

II. Minutes from last meeting approved without corrections, moved by Mike Shintaku, seconded by Tam Vu, 11-0-1.

III. Agenda items
   1. Peter Mills for Heritage Management proposed permitting Harold David Tuggle, Ph.D. to serve on program committees.  Moved by Don, seconded by Mary Louise, passed 12-0-0.
   2. (Alice) Discussion regarding the loss of 699 courses for summer session. Scott and Mahealani will draft a letter to present to Matt Platz urging him to reconsider this new directive for graduate students. It was pointed out that 699 summer courses can be critical, enabling students to graduate in a timely manner. For cohort model programs, summers are important for students who may have fallen behind, and the 699 makes it possible for them to catch up with their classmates, and allowing them to graduate with their class. Heather offered to write a letter on behalf of graduate students stating how summer courses are important for them.
   3. (Alice) Question and discussion regarding use of APA format for theses and dissertations. Programs will be responsible for teaching and editing the thesis/dissertation/project for style.
   4. (Scott) Signing for special topics courses: who signs? Scott has been signing, even though there is no indication that he should sign. Shelby will discuss with Chelsea, and the two of them will ask Misaki Takabayashi, the new Associate Dean of CAS. In general, it was felt that the Dean’s office should sign, and will ask if the Dean’s office also wants the GC Chair to sign for graduate students.
   5. (Scott) 5 year policy and old courses. Discussion regarding maintaining the current policy of 5 year limit for coursework in a student’s academic program. No vote.
   6. Mahealani asked all program chairs to ask applicants next year to have their letters of recommendation submitted in sealed envelopes, as either email attachments or hard copy directly to the Graduate Division. This year many students have submitted opened letters, both electronically and hard copy. The preference is to standardize submission of application materials.
   7. (Heather) Update on the March 18 Graduate School Symposium.

IV. No other business.

IV. Meeting adjourned at 3:10pm

Submitted by M. Jones