UH Hilo Graduate Council Meeting

Minutes, 11 September 2015

I. Meeting called to order at 2:00 by Chair Scott Saft in PB 20-101 conference room.

In attendance
Voting members: Alice Davis, Don Price, Bryan Kim, Ghee Tan, Michele Ebersole, Tam Vu, Mary Louise Haraguchi, Aaron Jacobs, Scott Saft, Māhealani Jones.
Ex-officio: Shelby Wong
Students: Heather Kimball, Mich Fried
Guest: Jennifer Stotter

II. Approval of minutes from the March 20, 2015 and April 17, 2015 (motion by Michele, second by Mary Louise to approve. 9 yes, 0 no, 1 abstain).

III. Introductions

IV. Student membership (Māhealani): Mich Fried and Heather Kimball were introduced. Grad program representatives have not yet met, so both were invited to attend the meeting. Grad program representatives will be meeting next week to decide on the representative to GC.

V. Subcommittees (Scott): Program review committee will consist of Tam Vu, chair, Mary Louise Haraguchi and Māhealani Jones. Course review committee will consist of Aaron Jacobsen and Alice Davis. Charter review committee will consist of Peter Mills, Aaron Jacobs and Māhealani Jones.

VI. Annual reports (Scott): were due Sept 1, but due to the fact that there was no May meeting, programs were not reminded. New deadline is Oct 1. Reports will be archived by Māhealani Jones.

VII. Minimum grade for graduate courses for transfer (Māhealani): currently the policy is that graduate courses that may be considered for transfer into a graduate program must have been passed with a grade of B or better. There is no policy to cover a course in which a grade of Credit (when the option is Credit/No Credit) is received. Undergraduate courses for Credit are transferred in if they are valued at a grade equal to or greater than UH Hilo’s minimum grade for credit. There is one student who has petitioned to bring in two courses with the grade of Credit, for which the transfer institution has a passing grade of B for credit.

Motion by Don, second by Alice to approve the transfer of these 2 courses for this student. 8 yes, 0 no, 1 abstain. Motion passed.

A motion was made by Tam, and seconded by Don to change the policy to allow for transfer of courses when the minimum passing grade to receive Credit is at least a B or better from the transferring institution, effective immediately. 6 yes, 0 no, 2 abstain. Motion passed. A change will be made in the Handbook by Māhealani to reflect this addition to the policy.
VIII. GRE minimum scores and selection process (guest Jennifer Stotter, from the EEO office, also representing Title IX on campus): Now that she has been here for a year, is beginning to take a more proactive role on campus to assure best practice and equity regarding processes on campus, including student issues. She will be looking over admission processes to assure consistency in selection processes. Programs may have different requirements, but within programs the processes must be consistent. She will meet individually with grad programs, and will also meet with the Admission Office to review processes and make suggestions when called for. Bottom line: decisions to accept or deny a student’s application to a grad program must be based on his/her qualifications.

IX. GA forms (Māhealani): are now available for Graduate Assistants as a way to inform the Cashier’s Office that UH Hilo or a non-University entity will pay for their tuition.

X. Incomplete grades after reinstatement (Alice): raised the question of how to handle the deadline to submit work for an incomplete grade from the prior semester if the student takes a Leave of Absence in the semester in which the incomplete was to be completed. Decision deferred.

XI. New Business:
    Chelsea: the current policy is that up to 6 credits of undergraduate work (400 level), if not needed for the degree, may be transferred in to a graduate program. Question: what if the credits were used for a Subject Certificate? How do we define “degree?”
    Motion was made by Peter, seconded by Aaron to allow for up to 6 credits used for a Subject Certificate, if not required for the baccalaureate, to be transferable to a graduate program. 7 yes, 0 no, 0 abstain. Motion carried.

XII. Meeting adjourned at 3:47pm.