**Attendance:** Ken Morris (Chair), Michael Shintaku, Scott Saft, Aaron Jacobs, Mahealani Jones, Jerry Calton, Natalie Beam, Yoshiko Fukushima, and Liz Heffernan. Ayumi Maltby (scribe).

**Meeting brought to order at 10:00am**

1. **CoP Student Handbook**
   a. Liz: Recruit someone from the Grad council to align the CoP student handbook to the UH policy.
      i. Certain Pharmacy students who are in transition from P2 to P3 faces issues to grade level changes. A shift in P2 to P3 or number of credit allocation needs to be changed.
      ii. The changes can result in program modification.
      iii. There are implications with financial aid because of the credit and grade level issue with the P2 to P3 transition.
      iv. Mahealani: Suggest working with Cathy and Jeff regarding this issue.
      v. Ken: Suggest Liz to go through the handbook and flag any controversial areas and go to the right experts who can assist in this issue.
      vi. If this is a program modification, then Grad council to meet.

2. **Kevin Hopkins**
   a. Is Kevin Hopkins eligible to sponsor?
   b. TCBS: He is non-faculty, but he is E&M.
   c. Ken: Occasionally have expert but become an adjunct faculty.
   d. **Ask Dan** if Kevin Hopkins can serve as a co-chair and related questions.

3. **Impact assessment**
   a. Aaron: Impact assessment done on “program impact tool.”
   b. Following CoP course enrollment (enrollment status based on courses; i.e. Bio, Chem, a&p).
   c. Impact assessment done on bases of “where we are” to “where we thought we would be.” And also whether the student took two-year or four-year program (if 2 yr., than 0.5 impact scaling factor).
d. Program impact tool: calculates to predict enrollment scaled difference.

e. Jerry: suggest using percent changes as supplemental. And also tag the students in pre-pharmacy to track.

f. Mahealani: the campus enrollment should be taken to account.

g. Ask Dan when or what number would be good to use.

h. Yoshiko: The caps on courses not show in other schools (such as UH Manoa). Is this a confidentiality factor?

4. Grad program Planning Documents

a. Differ this until next meeting.

b. Kimmy will ask appropriate person.

c. No activity search on interim Asian Studies.

d. Ken: infra-structure is needed on U.S.-China relations program. Have the different departments behind this.

e. Pharmaceutical engineering.

5. Secure Doc Site

a. Ken: current secure site was too small. Google site will be better but not as good as it should be.

b. Should have the site by next meeting.

c. Depending on size of documents, there should be two file docs; separate from what the Grad council needs to look. Example: PhD proposal is 800 pages but only 8 or so pages are what the Grad council had to look at.

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<th>Program</th>
<th>Curriculum</th>
<th>Planning template Committee</th>
<th>Admission</th>
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<tbody>
<tr>
<td>Jerry</td>
<td>Mike</td>
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6. **Workload Proposal**

   a. **Ask Don to send us Workload proposal**

   b. **Page 2 under “Assessment” needs to be checked, such as wording.**

   c. **Ken:** Language to reflect to allow departments to make adjustments.

7. **Next meeting will be February 24, 2011.**

Meeting adjourned at 10:55am