UHH GRADUATE COUNCIL MEETING MINUTES

Date: October 9, 2015
Time: 2:00-3:30 pm
Location: UHH PB 20-101 Conference Room

Attendees: S. Saft (Chair), T. Vu, A. Jacobs (Vice Chair), D. Price, M. Ebersole, A. Davis, M. Haraguchi, K. Kawelu (for P. Mills), Paula Zeszotarski (CoP, Assessment), Brian Bays (Lib), S. Wong, H. Kimball (via phone), G. Tan

Called to order: 2:03 PM

1. Grad Council Representation to Faculty Congress
   - Congress Voting member. Tam was selected at the last meeting but at Faculty Congress it was said that she should not vote twice at Congress since she already votes to represent CoBE.
   - At the last congress meeting the question came up- is Grad Council a voting member or an ex-officio? No resolution- waiting on Jim Beets.
   - Does Tam still give a report on behalf of Grad Council? Yes- temporarily until the Academic Policy Committee (APC) says otherwise, currently waiting for Jim Beets to return.
   - In the grad council charter it says- “Rep from Fac Congress” it’s the opposite- if we interpret it as it is written, then faculty congress should send a representative from the Congress to come to Grad Council and sit in. Sounds like it is a messenger to transmit data between the two entities, non-voting.
   - Let it be for the time being if needed Scott to talk to Jim Beets.

2. Approval of Minutes
   - Motion to pass minutes from August 2015. 6-0-0

3. Proposal to amend catalog for 400-Level courses for “Graduate” students (Aaron)
   - CoP has been looking into creating Grad Certs in collaboration with CoBE for the PharmD students.
   - Enrolled in elective courses at the 400-level with CoBE.
   - Want to ask for the 6 credits of 400-level courses to also applied to the Professional Students as well as Grad Students for PharmD students and also DNP in future.
   - Also adding in consultation Graduate Division Specialist language (Mahealani).
   - Would Mahealani need to sign off on the form?
   - Who signs it now? Scott.
   - Scott- not sure if Mahealani would be the one to sign the form. VCAA, Scott?
   - Better off to leave the form Vague. “Graduate Division Chair”
   - TCBES- Students have asked that it be clear who signs.
   - Motion to Approve (Price), Second (Haraguchi). Approve 6-0-0
4. Graduate Council Charter (Aaron)
- Aaron, Peter, Mahealani reviewed.
- Removed all reference to VCRED, replaced with VCAA.
- Looked at committee composition. Membership.
- Peter’s question was on Academic Unit- Heritage Management and Counseling Psychology are both Soc Science- but distinctly different programs and potentially should have more representation than just the one for the Social Science Division.
- Charge was to help define what Mahealani’s roles and responsibilities are. But this discussion was held prior to her accepting the current position. So it is still uncertain what made it into the official Position Description (PD).
- Didn’t want it to sound like the committee was overstepping what her job is.
- Alice: Maybe better to have it as a broad description and the PD as an attachment. That way if something changes or personnel changes, we don’t have to amend the charter.
- Aaron: Concern was that if we put it in the charter, then it will be in there and we won’t lose the position at the Grad Council level.
- Alice: Suggestion for 3 main points, but does not need to be broken down into line-by-line items for duties.
- Aaron: would an appendix with the PD attached be appropriate for a charter?
  - No, but we could have a PD for the position that gets referred to.
- Everyone read through, for changes. And bring it back next meeting.
- Matt Platz also needs to see it.
- Aaron and committee will go back and re-review. Will send the electronic copy around. Everyone review.
- When this document is final approved at Grad Council, needs to go to Congress for approval

5. Graduate Council Vice-Chair (Scott)
- Per charter we are supposed to have a vice chair.
- Mahealani asked Aaron.
- Motion created and passed 5-0-0

6. Curriculum Review (Scott)
- Curriculum Items for review are starting to show up on Scott’s task page in Curriculum Central.
- Course Review Committee- Aaron, Alice, add Mahealani
- Program: Tam, Mary Louise, Mahealani
- Should we have Mahealani look at the courses too? Yes
- Invite her to come in when the Course Review Committee meets.
- New Process: Shelby will email lists to the committee members for the appropriate items needing review. With the URL’s to the Curriculum Central Proposals -> Committees review -> Come back to Grad Council and Report -> Scott will hit the approval button in Curriculum Central.

7. Reminder about Annual Reports (Scott)
- Need to do Annual Reviews. Reminder to all.

8. Library Online Institutional Repository Website (Brian Bays)
- The library wants to share that there is a system that can online archive the graduate theses and dissertation. Want committee to consider making this mandatory.
- Right now, there is an option to the student if they wanted to include the thesis in the repository, it is open source.
- Now asking if we can make it Mandatory to include in the online institutional repository.
- Similar to UHM Scholar Space.
- The system takes care of all archiving.
- We can create a collection of theses and dissertations for UHH. Won’t have to go through the database on ProQuest.
- It is open access so there may be concerns. – Students have option to delay publication to online repository for up to 2 years. If students may not want it published.
- Makes it easy for everyone on campus.
- Searchable
- Any extra cost for student? No.
- ProQuest open access fee was $95, but In the repository, open access is free.
- Alice: What are the students rights in terms of publication and authorship? Is that considered “Published”?
  a. They have to agree to a distribution agreement, you retain the copyright but allows UH to redistribute in different formats as needed. Not losing right as Author.
- Suggested that if we make it mandatory, that language gets added to the Grad Handbook on backpage.
- Michelle: Can’t publish their Action Research projects due to sensitive student data with State and DOE. Cannot make it mandatory for Education Grad students.
- Alice: DNP- do a scholarly project would also want it mandatory.
- Brian: for the DNP- the scholarly projects would not be posted with the thesis and dissertation papers. Would not go through the ETD administrator. Would be another section of the site but can still be posted.
- What about those students who did not enter under the new handbook? Can we hold them to making it mandatory? No, this would be for the future students.
- Brian: But they want to eventually go back and get all past proposals as well.
- Motion passed. 6-0-1
9. Introduction of Paula Zeszotarski concerning assessment (Scott)
   - From CoP Assessment Coordinator, is now the Chair of the Assessment Committee for campus.
   - Seri asked her to get involved with grad council to help grad programs.
   - Develop Learning Outcomes/Objectives (LO) for grad level that build on UG LO.
   - Needs to start getting an inventory of programs and what kind of assessment we currently have in place.
   - Who has decision making authority on this type of thing?
   - Any resources for that position at the graduate level?
   - The new process is going to be similar to the Heritage Management- with the WASC Subchange committee.
   - Will start with doing an inventory of programs.
   - She will talk with Mahealani.
   - Who does she report to for this? – Scott.
   - Perhaps the Course Evaluation Process, Syllabi template can come from the Grad Council level, survey of earned doctorates.
   - Do we need an advisory board? Right now advisory committee- but only for UG.
   - Would be good to see her grad council so other programs can “borrow” stuff.
   - Will attend Grad Council as she feels she has information to share.

10. Continued discussion about incomplete grades (Alice)
    - Postponed till next meeting- Alice had to leave.

    Next meeting Friday Nov. 13

    Adjournment 3:12 PM

    Respectfully Submitted,
    S. Wong