

Graduate Studies Council Meeting Minutes
Meeting Date: January 24, 2012

Called to Order- 9:45am
Meeting adjourned-10:50am

Participants: Kenneth Morris (Chair), Aaron Jacobs, Cathy Zenz, Charles Langlas, Mahealani Jones, Michael Shintaku, Scott Saft, Steve Lundblad, Tam Vu, Yoshiko Fukushima, Katharyn Daub, Nancy Lombard, Nalini Yadav, Tony Wright
Apologies: None

Agenda	Discussion Topics	Decision/Action Taken
Approval of Minutes	<ul style="list-style-type: none"> • Approval of December 14, 2011 minutes 	<ul style="list-style-type: none"> • Corrections to be made. <ul style="list-style-type: none"> ○ 4th bullet: MORE STRICT • Motion to approve-Tam Vu <ul style="list-style-type: none"> ○ Motion seconded, Steve Lundblad ○ 6 in favor, 0 abstention
BOR Policies	<ul style="list-style-type: none"> • This goes directly to Kenny but Dan Brown needs to know about it • Problems are anticipated with #5 <ul style="list-style-type: none"> ○ Manoa may not agree ○ Librarian may want to call out Librarian (1, 2, 3, 4-5, etc.) • Nancy will let GC see it when she is done with it. • The extension faculty is a new category because it is not an extension agent. 	<ul style="list-style-type: none"> • Motion to approve-Steve Lundblad <ul style="list-style-type: none"> ○ Motion seconded, Tam Vu ○ 7 in favor, 0 abstention
Planning for Program Reviews	<ul style="list-style-type: none"> • This year the M.Ed and MA Hawn. language are up for approval. <ul style="list-style-type: none"> ○ They are updating not duplicating. ○ These are the first ones that come up for review. • Faculty Evaluation <ul style="list-style-type: none"> ○ Some are similar to the undergraduate evaluations. ○ The calendar for when the due dates are should be on Kenny's site. ○ There are only a few differences; there have to be certain criteria to be on committees, etc. ○ Every program has to do it. 	<ul style="list-style-type: none"> • Template to be made for evaluation

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<p>Proposal to Modify Process Map for Graduate Policy Changes</p>	<ul style="list-style-type: none"> • There is a time limit for VCAA-> Congress • Votes of congress are fine. <ul style="list-style-type: none"> ○ They show support, etc. and can't veto. ○ Congress recommends policies but they do have the power to table but only for so long if they don't it goes on respectively. ○ There is no cycle. • CCRC <ul style="list-style-type: none"> ○ They are not having full representation of all units. ○ Their function has more to do with curriculum. ○ They are not looking specifically at academic policies. ○ There have been policies that all of a sudden show up. ○ They are not interested in course modifications, etc. • It is a redundant process but just the way that congress is done. • There are multiple reviews but they are supposed to be different. <ul style="list-style-type: none"> ○ Are these of graduate quality? • The congress is only supposed to look at intercollege relations and from the beginning they have been disregarding that. • CCRC is trying to catch what they can but what is coming out of the college is of poor quality. <ul style="list-style-type: none"> ○ From the curriculum committee it goes to VCAA • The changes are supposed to be underlined/highlighted but it's not being done. <ul style="list-style-type: none"> ○ People don't necessarily know what they need. Cathy has offered training. ○ Having people assigned and having them go through training with Cathy should ideally take care of the problems. ○ Reviewing bodies don't know what they are looking at because there is nothing crossed off or underlined. 	<ul style="list-style-type: none"> • Ken to try to modify policy process.

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Combining Curriculum & Program Review	<ul style="list-style-type: none"> • Should combine into program/curriculum committee. <ul style="list-style-type: none"> ○ Could specialize within committee and meet frequently if needed ○ It could be a joint committee and have separate meetings if needed. ○ Keep committees joint meetings for new programs <ul style="list-style-type: none"> ▪ Not only restricted to new programs • When variation or change resubmitted you need to send whole document again to get the big picture. <ul style="list-style-type: none"> ○ They just want to know what's changed and once changes are approved incorporating it in for new programs should be required. 	<ul style="list-style-type: none"> • Motion to approve- Tony Wright <ul style="list-style-type: none"> ○ Motion seconded-Steve Lundblad ○ 8 in favor, 0 abstention
Finding Any Policy Changes	<ul style="list-style-type: none"> • Dan needs to receive a form document to make any policy change official <ul style="list-style-type: none"> ○ Eventually needs to be approved by the chancellor. • We need to figure out what can be supported in banner and what can't be. • Manoa does their own thing; Pharmacy does as well because not everything can be supported in banner. • You can always be stricter. • Tony's handbook has different requirements with 1st and 2nd year but it can be done internally not systemized. • Continuous enrollment placeholder is 1 credit enrolled, thesis. <ul style="list-style-type: none"> ○ We keep giving exemptions to students and it is not fair to the others <ul style="list-style-type: none"> ▪ Making too many exceptions, need to review the minimums. ○ We would have to grandfather in the people with exceptions and wouldn't be able to start until Fall. 	<ul style="list-style-type: none"> • Aaron to look through minutes for any policies that were voted on.
Meeting Adjourned @ 10:50 am		