

**Graduate Studies Council Meeting Minutes
February 9, 2012**

**Called to Order- 9:45am
Meeting adjourned-11:02 am**

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

Agenda	Discussion Topics	Decision/Action Taken
Approval of Minutes	<ul style="list-style-type: none"> • Approval of January 26, 2012 minutes 	<ul style="list-style-type: none"> • Postponed to next meeting
Planning for program reviews/New programs	<ul style="list-style-type: none"> • The purpose of 7 years review was to give restrictions and to make cuts harder for programs to do <ul style="list-style-type: none"> ○ Congress has any undergraduate program in arts and sciences reviews on hold ○ What are the consequences for not doing the review? <ul style="list-style-type: none"> ▪ Ask if revisions are possible with the repository of information ▪ It is each programs own responsibility to know when they are up for review. *Invite Kenny to meeting* 	<ul style="list-style-type: none"> • Possible meeting w/ April? • Postpone discussion to next meeting.
Proposal to modify process map for Graduate Policy Changes	<ul style="list-style-type: none"> • The curriculum review is pretty much in line with what the GC does • A time limit should be set so congress can't table things for very long <ul style="list-style-type: none"> ○ Needs to go to Dan then to congress • GC is a recommending body and decision making body. • GC should have their own policy manual. <ul style="list-style-type: none"> ○ Problem is that we don't have a graduate school <ul style="list-style-type: none"> ▪ Having a graduate school solidifies Dan's position. • Graduate division <ul style="list-style-type: none"> ○ Representatives of all 14 programs must sign on and draft a proposal for a graduate division. ○ Would it affect carnegie classification? <ul style="list-style-type: none"> ▪ WASC, needs 10 PhD programs but we only have 3. ○ Salaries here at UH Hilo very different and much lower. If there is any chance of changing that need to change classification. • Some programs have stricter policies than others. <ul style="list-style-type: none"> ○ The minimums are decided by GC. ○ Each unit should at least send a handbook so if someone has a question they can go directly to the handbook. <ul style="list-style-type: none"> ▪ If program doesn't have a handbook then the information should be available online. 	<ul style="list-style-type: none"> • Ken to modify. <ul style="list-style-type: none"> ○ Exclude selves from unit entities and put square around diamond. ○ Consultation loop is not needed. ○ Leave the VCAA loop. ○ Revisions have to cycle back through.

Graduate Studies Council Meeting Minutes
February 9, 2012

Called to Order- 9:45am
Meeting adjourned-11:02 am

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

Agenda	Discussion Topics	Decision/Action Taken
Actions under Ken	<ul style="list-style-type: none"> • Post baccalaureate is considered to be a student who has a bachelor's degree but who is not classified as a graduate student. <ul style="list-style-type: none"> ○ Post baccalaureate is less than graduate and does not include graduate students. • Residency for certificate programs <ul style="list-style-type: none"> ○ There are not as many credits as residency requires. ○ The amount of residency courses (credits) to graduate is not stated. 	<ul style="list-style-type: none"> • Check on date 1/13/11 • Add Certificate Programs to agenda for next meeting.
Provisional Acceptance Letter	<ul style="list-style-type: none"> • Education Program entrance requirements-Hawaiian <ul style="list-style-type: none"> ○ Students having problems scheduling PRAXIS exams <ul style="list-style-type: none"> ▪ ETS must approve the specifications of the room which is going to be converted to a testing room. ▪ New computers have to be installed. ▪ Who will staff the room? ▪ This is a bigger problem than GC however; problem should go away after new building is completed. ○ Could possibly using the language: must submit passing scores by May 28 (computer based) and April 28 (paper based) <ul style="list-style-type: none"> ▪ Computer based scores are given almost instantaneously ▪ Students could be admitted provisionally but by the time they start their student teaching would have to be fully admitted. <ul style="list-style-type: none"> • The college can always make that choice and make the exception however; we don't want students to think that they will always make exceptions. • Students can appeal. • Students are not able to apply for provisional acceptance. <ul style="list-style-type: none"> ○ Will look at 2.75 G.P.A. and consider for provisional acceptance. 	<ul style="list-style-type: none"> • Make sure provisional acceptance letter is ok with Dan to send to programs.
Regarding Kenny's email	<ul style="list-style-type: none"> • It is not possible to figure out an approximate cost because it has to be made on a unit basis. • If there is a running budget and you know the release time either need to find a way to pay or don't do it. <ul style="list-style-type: none"> ○ When programs submit their proposals they also have to submit a 5 year business plan. 	<ul style="list-style-type: none"> • Each program would have to look at their budgets and see if they are able to do it. • This is not something that we should be able to do.

Graduate Studies Council Meeting Minutes
February 9, 2012

Called to Order- 9:45am

Meeting adjourned-11:02 am

Participants: Kenneth Morris (Chair), Cathy Zenz, Jan Zulich, Mahealani Jones, Michael Shintaku, Scott Saft, Steve Lundblad, Tam Vu, Tony Wright, Yoshiko Fukushima, Katharyn Daub, Nancy Lombard, Nalini Yadav

Apologies: None

Agenda	Discussion Topics	Decision/Action Taken
Annual Report due end of Spring (Biannual Data #'s)		
Meeting Adjourned @ 10:50 am		