## Graduate Studies Council Meeting Minutes

**Meeting Date:** 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

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Discussion Topics</th>
<th>Decision/Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of Minutes</td>
<td>• Approval of January 26, 2012 minutes</td>
<td>• Postponed to next meeting</td>
</tr>
</tbody>
</table>
| Planning for program reviews/New programs | • The purpose of 7 years review was to give restrictions and to make cuts harder for programs to do  
  o Congress has any undergraduate program in arts and sciences reviews on hold  
  o What are the consequences for not doing the review?  
  ▪ 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* | • Possible meeting w/ April?  
  • Postpone discussion to next meeting. |
| Proposal to modify process map for Graduate Policy Changes | • 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  
  o Needs to go to Dan then to congress  
  • GC is a recommending body and decision making body.  
  • GC should have their own policy manual.  
  o Problem is that we don’t have a graduate school  
  ▪ Having a graduate school solidifies Dan’s position.  
  • Graduate division  
  o Representatives of all 14 programs must sign on and draft a proposal for a graduate division.  
  o Would it affect carnegie classification?  
  ▪ WASC, needs 10 PhD programs but we only have 3.  
  o 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.  
  o The minimums are decided by GC.  
  o Each unit should at least send a handbook so if someone has a question they can go directly to the handbook.  
  ▪ If program doesn’t have a handbook then the information should be available online. | • Ken to modify.  
  o Exclude selves from unit entities and put square around diamond.  
  o Consultation loop is not needed.  
  o Leave the VCAA loop.  
  o Revisions have to cycle back through. |
### Graduate Studies Council Meeting Minutes

**Meeting Date:** 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

<table>
<thead>
<tr>
<th>Discussion Topics</th>
<th>Decision/Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions under Ken</strong></td>
<td></td>
</tr>
</tbody>
</table>
| • Post baccalaureate is considered to be a student who has a bachelor's degree but who is not classified as a graduate student.  
  o Post baccalaureate is less than graduate and does not include graduate students.  
  • Residency for certificate programs  
    o There are not as many credits as residency requires.  
    o The amount of residency courses (credits) to graduate is not stated. | • Check on date 1/13/11  
• Add Certificate Programs to agenda for next meeting. |
| **Provisional Acceptance Letter** |                        |
| • Education Program entrance requirements-Hawaiian  
  o Students having problems scheduling PRAXIS exams  
    ▪ 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.  
  o Could possibly using the language: must submit passing scores by May 28 (computer based) and April 28 (paper based)  
    ▪ 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.  
    • 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.  
    o Will look at 2.75 G.P.A. and consider for provisional acceptance. | • Make sure provisional acceptance letter is ok with Dan to send to programs. |
| **Regarding Kenny's email** |                        |
| • 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.  
  o When programs submit their proposals they also have to submit a 5 year business plan. | • 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

**Meeting Date:** 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

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Discussion Topics</th>
<th>Decision/Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Annual Report due end of Spring (Biannual Data #’s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting Adjourned @ 10:50 am</td>
</tr>
</tbody>
</table>