### Graduate Studies Council Meeting Minutes

**Meeting Date:** March 22, 2012  
**Called to Order:** 9:45 am  
**Meeting adjourned:** 10:55 am

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

**Apologies:** Kathryn Daub, Nancy Lombard

<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>March 8, 2012 meeting</td>
<td>Corrections to be made. Move to approve-Aaron Jacobs, seconded by Tony Wright. All in favor (9 yes, 0 no/abstention).</td>
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| UH Hilo Catalog | *The change that really needs to be looked at is the provisional acceptance.  
-Want to change the wording and at the same time not necessarily publish provisional acceptance.  
*Provisional acceptance is a fully accepted student however just followed more closely. Student is eligible for financial aid, etc.  
-Students must meet regular criteria and if they don't meet the standards then it doesn't have to be dealt with.  
*acts as a safeguard for the university  
-Each is at the discretion of each program. In some circumstances people may be allowed in.  
*Minimum Residency  
-It does not mean that students can't take research credits.  
-24 credits at UH Hilo and must apply to your degree.  
-Programs can always be more strict about their requirements but not less strict.  
-Credits that are transferred from Manoa do not count towards residency but they do apply to graduate level.  
-Programs cannot be less than this, all but one at UH Hilo are 30 credits.  
*Last paragraph-Transfer Graduate Credits  
-If a student has a problem they should go to the vice chancellor for research. When written there is no official vice chancellor. | *Library link to be emailed to Mahealani Jones.  
*Graduate Admissions Policy pg.2 2nd paragraph to be taken out.  
*Add link for financial aid.  
*Clarification of leave of absence on the last page.  
-There is 6 months with a possible extension of 6 additional months (total 2 semesters).  
*Library to draft something in regards to Master’s degree thesis.  
*How are people represented in regards to Master’s degree thesis?  
-How many from each program (participation & voting)?  
-check with Dan? |
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| UH Hilo Catalog         | *Masters degree thesis-page 2  
-Preparation and typing link not correct.  
-Students need to submit additional copy to the library.  UH Hilo uses proquest.  
*Annual Review Forms  
-Dolly created a form, it's intent is to make sure the chair and Dan Brown make sure students are progressing.  
-The annual review requirement is by program.  
-If program reports are going to be required you need to let them know what is going to be done with it.  
-Is the review only for graduate student or for all students?  
*All forms are in the student handbook.  
-It is the students responsibility to pick up all forms.  
-Not everyone comes to graduate orientation and not all programs are represented so not everyone knows.  
*The graduate handbook is universal and we can link to the handbook to cut down on the number of pages.  
-The goal is to reduce the number of pages as much as possible.  
-                                                                                                                                   | To continue discussion at next meeting.                |

Process Map discussion to be moved to the next meeting.