

Graduate Studies Council Meeting Minutes

Meeting Date: **March 22, 2012**

Called to Order- 9:45am
Meeting adjourned- 10:55am

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

Agenda	Discussion Topics	Decision/Action Taken
Approval of Minutes	March 8, 2012 meeting	Corrections to be made. Move to approve-Aaron Jacobs, seconded by Tony Wright. All in favor (9 yes, 0 no/abstention).
UH Hilo Catalog	<p>*The change that really needs to be looked at is the provisional acceptance.</p> <ul style="list-style-type: none"> -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. <ul style="list-style-type: none"> *acts as a safeguard for the university -Each is at the discretion of each program. In some circumstances people may be allowed in. <ul style="list-style-type: none"> *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. <p>*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.</p>	<p>*Library link to be emailed to Mahealani Jones.</p> <ul style="list-style-type: none"> *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. <ul style="list-style-type: none"> -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 GC? How many from each program (participation & voting)? <ul style="list-style-type: none"> -check with Dan?

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Agenda

Discussion Topics

Decision/Action Taken

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.