# Graduate Studies Council Meeting Minutes

**Meeting Date:** April 5, 2012  
**Called to Order:** 9:50am  
**Meeting adjourned:** 10:55am

## Participants:
- Kenneth Morris (Chair), Cathy Zenz, Jan Zulich, Mahealani Jones, Michael Shintaku, Natalie Beam, Kay Daub, Scott Saft, Steve Lundblad, Tony Wright, Tam Vu, Nalini Yadav

## Apologies:
- Nancy Lombard, Yoshiko Fukushima, Aaron Jacobs

## Agenda

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| Approval of Minutes     | March 22, 2012 meeting minutes                                                    | • Corrections to be made.  
  o Move to approve. Tony Wright move to approve, Michael Shintaku seconded.  
  - All in favor (8 yes, 0 no/abstention). |
| UH Hilo Catalog         | • Copy of edited catalog due April 5, 2012 to Laura.  
  • The only correction that Mahealani received back was from Natalie.  
  • Nobody has received anything from Julie yet even though they were told that they would be receiving something at a later date.  
  • Forms 1 & 4 are required for all Graduate students  
    o Form 2 & 3 are only for students doing Plan A, it also depends on the program  
    o Form 2 used in other situations  
    o The forms that need to be filled out are dependent on whether or not there is a thesis or a committee, if not writing a thesis then students are not required to do form 2.  
    o Form 3 is submission to library for thesis only.  
    o Students should be done before they submit their form 4.  
    o If there is seating for graduate committee students may still need form 2.  
    o All forms are available on registrar’s website.  
  *Make sure w/Dan that all are linked to form and everyone knows what forms need to be completed.* | *Check with Julie and ask her to get everyone on the GC.* |
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#### Discussion Topics

- The proposal is still in its rough draft.
- The formula should be to allow credits on a sliding scale.
  - UH Hilo to possibly adopt something around the Manoa minimum.
  - Is it possible to do it so that a percentage is required?
  - Manoa currently requires 9 credits of graduate work with a total of 16 or 18 and the remaining can be undergraduate.
    - There should not be any undergraduate credits in graduate level.
  - UH Hilo could have a policy of 12 graduate credits and anything else is up to them but nothing less.
- Certificate programs could be a money maker for the university especially programs who are struggling.
- Suggesting anything that is too out of line from Manoa’s policy may be a problem.
- 15 to finish
  - University pushing for students to take 15 credits per semester to finish in 4 years
  - Although the GC can establish the floor things vary from program to program
  - Student’s may be required to take certain courses even if it is not part of the requirements for the degree.

### Decision/Action Taken

*Ken to work on draft.*
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#### Discussion Topics

- **Tuition Waiver**
  - There is currently no mechanism to be able to do tuition waivers.  
  - It is not possible to do if there are no funds.  
  - Currently students who receive stipends we need to give more money for tuition and taxes so that they can pay their own tuition out of it.  
  - If a mechanism to do tuition waivers is created are the amounts different and are you completely waiving the tuition?  
  - The money for tuition waivers right now are coming from PI grants.  
  - The amount of money that financial aid gives is based on head count.  
  - Most money from financial aid is shared with undergraduate, they need to find a way in order to designate for graduate students.  
  - What steps need to be taken internally?  
    - Jeff Scholfied (invite to meeting)  
    - It is not possible to pay for tuition if you have a grant.

#### Decision/Action Taken

*Mahealani to help Ken draft.*