

Graduate Studies Council Meeting Minutes		
<p><b>Meeting Date:</b> April 5, 2012 <span style="float: right;"><b>Called to Order- 9:50am</b></span>  <b>Meeting adjourned- 10:55am</b></p>		
<p><b>Participants:</b> 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</p>		
<p><b>Apologies:</b> Nancy Lombard, Yoshiko Fukushima, Aaron Jacobs</p>		
Agenda	Discussion Topics	Decision/Action Taken
Approval of Minutes	March 22, 2012 meeting minutes	<ul style="list-style-type: none"> <li>• Corrections to be made. <ul style="list-style-type: none"> <li>○ Move to approve. Tony Wright move to approve, Michael Shintaku seconded. <ul style="list-style-type: none"> <li>▪ All in favor (8 yes, 0 no/abstention).</li> </ul> </li> </ul> </li> </ul>
UH Hilo Catalog	<ul style="list-style-type: none"> <li>• Copy of edited catalog due April 5, 2012 to Laura.</li> <li>• The only correction that Mahealani received back was from Natalie.</li> <li>• Nobody has received anything from Julie yet even though they were told that they would be receiving something at a later date.</li> <li>• Forms 1 &amp; 4 are required for all Graduate students <ul style="list-style-type: none"> <li>○ Form 2 &amp; 3 are only for students doing Plan A, it also depends on the program</li> <li>○ Form 2 used in other situations</li> <li>○ 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.</li> <li>○ Form 3 is submission to library for thesis only.</li> <li>○ Students should be done before they submit their form 4.</li> <li>○ If there is seating for graduate committee students may still need form 2.</li> <li>○ All forms are available on registrar's website.</li> </ul> </li> <li>• <b>*Make sure w/Dan that all are linked to form and everyone knows what forms need to be completed.*</b></li> </ul>	<p><b>*Check with Julie and ask her to get everyone on the GC.*</b></p>

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### Agenda

#### Discussion Topics

#### Decision/Action Taken

#### Graduate Certificate Proposal

- The proposal is still in it's 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.

\*Ken to work on draft.\*

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#### 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.

\*Mahealani to help Ken draft.\*