UHH Graduate Studies Council
Meeting Minutes from 05-12-11 – APPROVED 09-21-11

Attendance: Ken Morris (Chair), Scott Saft, Mahealani Jones, Cathy Zenz, Yoshiko Fukushima, Aaron Jacobs (Scribe), Jan Zulich, Michael Shintaku, and Natalie Beam.

Meeting brought to order at 10:00AM

I. Discussion on Hawaiian Language (Kahuawaiola, MA ILCE programs) admissions standards
   a. Jan: voiced the need to draft and implement uniform standards for all graduate programs at the University.
   b. Mahealani: reported that one student with sub-standard grades was advised to take the GRE exam but others advised not to take GRE, creating some confusion. Voiced concern that better coordination of student advising is needed. Stated that the students admitted into the program must now take and pass the Praxis exam(s). Also, students enrolled during the summer must successfully complete the summer session.
   c. Mahealani: clarified that the Kahuawaiola does not necessarily accept new students every year (in answer to a question).
   d. Cathy: voiced concern that there must be a mechanism in place (e.g. an enrollment-hold) for students that do not meet program requirements after the summer session. She suggested that a category such as “provisional admission” could serve this purpose. She stated that currently (without such a mechanism) she has to manually track each student and verify that such requirements are met.
   e. Jan: suggested that a flow-chart would be helpful in explaining the admissions process and requirements.
   f. Cathy: also emphasized that although the GRE may not be necessary for all graduate programs, it does serve as a useful benchmark for academic competency.
   g. Ken: stated that Graduate Council must request annual reports from each committee at the end of the spring semester. The admissions committee agreed to make suggestions to the Hawaiian Language program, which should be brought back to Graduate Council at a later time.

II. Discussion on CHUS suspension
   a. Yoshiko: stated that there is no policy in place to cover the remaining students (about 8) after the program has been suspended. There is also no mechanism or guidelines for the possible re-activation of the program (should it be). Suggested that the VCAA and Registrar will have to draft a plan for the remaining students so they can continue and earn their degrees.

III. Discussion on summer break
   a. Ken: stated that Graduate Council will not meet during the summer, but will be in email contact should an issues arise or an emergency meeting be necessary. Agreed to meet before fall semester starts, and the admissions committee will need to bring up admissions guidelines for Hawaiian Language again.

Meeting adjourned at 10:40 AM.