

Attendance: Ken Morris (Chair), Aaron Jacobs, Mahealani Jones, Scott Saft, Michelle Ebersole, Steve Lundblad, Tam Vu, Charles Langlas, Michael Shintaku, Donald Price, Tam Vu, Natalie Beam, Bryan Kim.

Meeting brought to order at 10:03AM

- I. Approving of Minutes from last meeting- May 12, 2011
 - a. Mahealani: Moved to approve minutes.
 - b. Don: Second motion to approve.
 - c. All in favor.
- II. CHUS Program
 - a. Tam Vu: reported that the program is acting to finish and there are many extensions right now. They hope to revise the program. Currently, there are 6 students that should be able to finish in 2 years' time and others should be able to finish within 3 years.
 - b. Chuck: voiced concern of whether or not the program will be able to continue after these students graduate.
 - c. Mahealani: stated that there is a problem with the information on the web and needs to be clearer regarding recruitment.
 - d. Ken: stated that students should be advised to be best prepared for when the program returns.
 - e. Tam Vu: stated that the students are accepted as unclassified.
 - f. Mike: voiced concern of whether the students will finish the program if it doesn't come back.
 - g. Tam Vu: stated that all the students should be able to finish the program.
- III. Academics Website
 - a. Chuck: voiced concern that the information that is available on the website is old and questioned what do we as a university do to track it yearly
 - i. NOTE: Ask Kenny who is to do that?
 - b. Mahealani: Stated that there was a mistake online and someone thought that it was admissions who did that but it was Dan.
 - c. Chuck: Stated that someone needs to be in charge of sending something out in regards to that.
 - d. Aaron: will take up with the Academic Policy committee.
- IV. Revised Policy for Exceptions to Admissions
 - a. Mahealani: stated that students who fell below 3.0 and the graduate programs still wanted to admit them, those with a 2.75 to 2.99 in the last 60 credits. Proposed that we have a provisional acceptance then student can be moved to full acceptance after 9 credits, B average in each class for one year. The program directors would be responsible for acceptance letters and to advise the registrar

if student is not eligible. Jan wants to place a hold placed until the terms met is confirmed, 3.0 or higher for full acceptance.

- b. Ken: stated the programs themselves can judge whether or not to accept provisional acceptance.
- c. Mahealani: stated that it's more the program wants the student.
- d. Chuck: voiced concern of whether a B- is counted as a B and that it should be counted
- e. Ken: No individual course below 3.0 for it to count.
- f. Mahealani: stated that a B- is a 2.7.
- g. Don: Stated that they don't just look at those below but the exception to the GPA rule is there that there has to be something extra and the acceptance is provisional. The student may have good research skills, etc. and the decision can be up to the program.
- h. Aaron: voiced concern whether we can allow deans admit.
- i. Don: Stated that the program brings the graduate committee for approval if the student falls below the requirements.
- j. Mahealani: clarified that as long as the student is above a 2.75 the program can approve admissions as provisional without going to the committee.
- k. Ken: States that programs will delegate to Mahealani however, she doesn't have to convene a meeting.
- l. Don: Stated that he likes the provisional acceptance and would like to admit some students under it.
- m. Mahealani: stated that it is easier to be consistent with these set of rules.
- n. Mike: stated that he is not too comfortable with provisional acceptance because it's formalizing provisional acceptance.
- o. Chuck: emphasized that it shouldn't be advertised and not be put in the catalog.
- p. Don: voiced concern that students hear about the provisional acceptance and it becomes rumor, there should be something added in the catalog but specifies that what else will be examined for provisional acceptance.
- q. Chuck: The catalog says that students may be accepted who don't meet the requirements under special circumstances.
- r. Don: stated that he likes that the programs can make the decisions to fully accept them but who tracks them.
- s. Aaron: it is recommended that students take 9 credits (minimum) per year.
- t. Chuck: Kahuawaiola only recommends 3 credits per semester.
- u. Mahealani: we could have a second recommendation; we don't want them just taking one class per semester when the program wants them to be taking two or three per semester.
- v. Don: stated that the criteria for each program could be different.
- w. Mahealani: Stated that we may need to create a two tier depending upon how many classes are available. The MA is set up because many of them are working full time.
- x. Ken: are the credits research credits? Literature demographics, etc.?

- y. Mahealani: stated that the international students are paying for 3 more credits to keep full time status.
 - z. Chuck: we need to relook at the requirements of MAILCE, there are not many students coming in with a low GPA.
 - aa. Mahealani: stated that the provisional acceptance status is a different code and that it will allow them to track the students better. Each program needs to come up with a provisional template.
 - bb. Note: Review Provisional Acceptance at next meeting.
- V. Appeal Process for students denied to graduate programs
- a. Brian: stated that their program recently had a student who looked good on paper and did not do well on the interview. Our program established an appeal process because this student wanted to appeal and he ended up being admitted to the program and he is doing well. We revised and tightened our admissions and also use two interviewers.
 - b. Ken: stated that Pharmacy has the same appeal process.
 - c. Mahealani: emphasized that one student came to her and had read through the catalog and there is no appeal process.
 - d. Ken: stated that we can do it program by program and that every program does need an appeal process.
 - e. Mahealani: proposed that not everyone interviews however we can use what Brian guys have done but weed out and create something more basic to apply for all.
 - f. Brian: stated that Vice Chancellor Hong was very helpful in the appeal process.
- VI. Executive Policy E1.202-nondiscrimination, anti-harassment and AA document review
- a. Ken: stated the director of each program should make their department aware of the discrimination policy and everyone should have been through training every few years.
 - b. Aaron: stated that the only training was part of the hiring process.
 - c. Don: voiced concern of whose responsibility is it.
 - d. Ken: stated that Aaron will be putting up a link to the policy.
- VII. Grad Student Organization
- a. Mahealani: reported that there is no graduate division however it mentioned at orientation.
 - b. Ken: stated that representatives need to be chosen and they need to meet.
 - c. Mahealani: Dan tries at orientation, no follow up who is the one who's responsible.
 - d. Chuck: emphasized that the initiative should be upon the student but if we can notify them but should not be pushing them to form.
 - e. Ken: stated that it is in the bylaws to have a representative.
 - f. Note: Ask Dan how to handle with student representatives.
 - g. Mahealani: proposed there be an election for representative
 - h. Ken: Dan found the last representative but the motivation was money.
 - i. Aaron: voiced whether it is worth speaking with Colin.
- VIII. Note: Look at early enrollment for next meeting.

- a. Mahealani: Make proposal to the EMH committee, make recommendations. Students are complaining about not being able to buy parking passes.
- IX. Annual reports
 - a. Ken: stated that it wasn't mentioned last year but it needs to be mentioned this year.

Meeting adjourned at 10:55