Graduate Studies Council Meeting Minutes

Meeting Date: Sept. 29th, 2012

Called to Order- 1pm
Meeting adjourned- 1:50pm

Participants: Ken Morris (Chair), Tam Vu, Nalini Yadav, Mahealani Jones, Jan Zulich, Aaron Jacobs, Bryan Kim, Brian Bays, Michael Shintaku, and Steve Lundblad

Apologies: Kay Daub

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<th>Agenda</th>
<th>Discussion Topics</th>
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<td>Approval of Minutes</td>
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<td>The minutes were unanimously approved from the previous meeting</td>
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| Discussion on Curriculum committee head | a. Jan Zulich noted that each college needs a representative even if they don’t have a graduate program. The same may be true for some departments.  
b. It was noted that TCBES hasn’t been included in many votes. Steve Lundblad was nominated for the position of being the representative for TCBES and could chair the curriculum committee  
c. Clarification: Aaron Jacobs is representing the College of Pharmacy  
d. Clarification: Michael Shintaku is representing the College of Agriculture  
e. The identification of the CC chair was postponed until next meeting | • Steve Lundblad will represent TCBES if Don Price agrees, Ken to contact Don.  
• Ken will act as CC chair as needed until a permanent head is identified |
| Discussion on Charter revisions | a. Jan Zulich raised a problem with voting. In the past, voting has been an issue because certain people did not know if they could or couldn’t vote.  
b. Ken Morris - if there is a tie with the voting the chair is the tie breaker. | • The revised Charter will be voted on next time and sent to VCR Brown for approval. This will define the new membership and voting questions |
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| Discussion on Time limits for Ph.D. programs | a. Ken Morris: the proposal is that the maximum time for a student to complete his/her requirements for a Ph.D. is 7 years with possible extension for extenuating circumstances.  
   b. The maximum time a course may be used for graduate credit against the program/University requirement is 10 years. Jan had two questions about 7 vs. a 10 year limit.  
   c. Ken explained that some students may transfer credits so the 10yr limit would allow them 3 years grace on those credits.  
   d. Mahealani Jones and Jan Zulich explained the process | • Everyone agreed to both terms.  
• Mahealani is making the changes to the document and will be brought up for a vote next meeting |