

**UHH Graduate Studies Council  
Meeting Minutes**

**October 19, 2011**

Attendance: Ken Morris (Chair), Aaron Jacobs, Bryan Kim, Chuck Langlas, Donald Price, Michele Ebersole, Michael Shintaku, Natalie Beam, Scott Saft, Steve Lundblad, Tam Vu, Tony Wright, Yoshiko Fukushima, Kenith Simmons, Jerry Calton, Nalini Yadav, Jade Chong (Scribe).

Meeting brought to order at 10:05 am

- I. Review of minutes from October 4, 2011 meeting
  - a. Corrections to be made.
    - i. Need to add that Tam stated that affiliate is both inside and outside of UHH and that it is confusing a lot of UHH faculty. She is inside cooperating with Manoa at UH Hilo, outside is affiliate. We cooperate system wide but Manoa has a different system.
    - ii. Motion to approve minutes: Steve motioned to approve, Chuck seconded.
      1. Yes-12, No-0, Abstention-0
- II. GC Recommendations for Revision of Outdated BOR Policies for UHH Graduate Programs and Personnel-Adjunct/Affiliate Faculty
  - a. Ken: Stated that the issues are particularly Ch.9 between UHH and Manoa. You have two handouts; one is the current policies and the old policies. There are 7 classifications of faculty: instruction, researcher, specialist, librarian, extension agent, graduate teaching assistant, and lecturer. Researcher has three categories. All it says in our guidelines is that it's noncompensated and Marcy needs to approve everyone. There is another section that says that president is delegated. It seems to me that these designations should be looked at. Does anyone have any recommendations?
  - b. Kenith: Stated that Hilo at this point does not have permission to have all these categories. I recommend that this go to Don and if he is ok with it I'm prepared to go to Linda Jones. There are extension specialists with Manoa on all the islands and some of us would like to do extension work. We are asking for clinical faculty.
  - c. Ken: Stated that we need to add specialists. We are asking for nursing. If physical therapy program comes the faculty would not be tenured faculty though.
  - d. Aaron: Stated that they are teaching but spend most of the time with students. Manoa has clinical faculty.
  - e. Michele: Stated that the education department has one person who is a field supervisor and spends 50% of the time in the classroom.
  - f. Kenith: Stated that this is complicating and there are many highly political issues. Asked are they bargaining and if they are is the person paid by general funds because if they are they must find a tenure track position for the person. If they are hired on tenure track you need to figure out what you guys want here. This was all revised as you see it. We have faculty classifications that we are not allowed to have. It is not going to be simple but we can use it to make it simple. John Zudo asked me to ask what adjunct is and said to use what you want.
  - g. Ken: Stated that all specialists are tenure track at least one or two are not tenure track.
  - h. Steve: Asked do they have a different set of criteria for these classifications and what are the reasons to subdivide it. This may open up the ability to do that.
  - i. Chuck: Clarified that affiliate is highly qualified and adjunct is not.

- j. Ken: Stated that some companies will not allow them to be a lecturer they need to cooperate as adjunct.
- k. Tony: Stated that adjunct is with people inside and affiliate is with people outside.
- l. Steve: Stated that occasionally these people cooperate as a lecturer but are separate from being affiliate. Potentially they can be on as writing grants.
- m. Tam: Stated that adjunct faculty should not be compensated. They already have instruction and can teach one course.
- n. Ken: Clarified that they can't unless they are a PI. Being compensated with adjunct not an employee lecturer is an employee. It matters in departments like engineering. Why do we need to say non- compensated. He never has seen it in adjunct. It is assumed that you are non- compensated but you can be. We don't need a compensation statement. Can I propose to take compensation out and affiliate/adjunct?
- o. Don: Stated that we try to get some people to do it but some companies do not want to let them.
- p. Kenith: Asked if it could be handled as an honorarium. TCBES does anybody else use any other title for these people and is being able to give it an amount of value.
- q. Tony: Asked whether affiliate be inside and adjunct be outside.
- r. Ken: Stated that faculty can't be adjunct in own university.
- s. Chuck: Asked why don't we use cooperating? What do we consider someone from Manoa at Hilo?
- t. Ken: Clarified that they are inside.
- u. Tam: Pointed out that affiliate and cooperating faculty can chair.
- v. Scott: Emphasized that we need to get the language straight.
- w. Yoshiko: Stated that affiliate if applied graduate and post graduate we use Japanese studies faculty that is non-compensated. Adjunct can't teach more than 2 courses if 3 courses they must be paid benefits. A lecturer can claim benefits teaching more than 12 hours, it is state law.
- x. Kenith: Stated that if Chris Reichl is teaching Japanese studies he is not compensated by the department.
- y. Yoshiko: Stated that he is compensated in Anthropology on paper.
- z. Ken: Stated that we are going to come up with a draft. It is clear that we need to change and align with the language that is already there.
- aa. Kenith: Stated that both she and Aaron will call Brenda Hashimoto to see what they are going to have issues with. The closer to Manoa's we can get the less of a problem they will have with it. It would be good if this could be kept at campus level.
- bb. Don: Stated that it would be nice if it could be kept at campus level. The resistances to the merging process, getting outside faculty certified are separate processes. Certified is more formal.
- cc. Kenith: Clarified that it is the responsibility of the program.

**\*On the agenda for the next meeting.\***

III. Graduate Student Representative-Nalini V.S Yadav

- a. Ken: Stated that they were discussing with the graduate students that we have no representative and Nalini volunteered herself. Even though it is not our job to solicit them it is in our best interest to have a representative to be able to bring concerns forward.
- b. Nalini: Is part of the PhD Pharmaceutical sciences.
- c. Kenith: Is there a graduate student organization?

- d. Bryan: Will she be talking to the other programs? There are two students in our program who are interested.
  - e. Ken: It is to our benefit to have the students informed so there are no surprises. It seems appropriate to vote on Nalini as the representative.
- IV. Vote on chair or the GC Curriculum committee
- a. Ken: Stated that it was raised by April that Mike can't be the chair. He is not married to chairing both. For continuity she should be. We asked for those who can chair and Yoshiko said that Cathy should but she can't so he nominated Yoshiko. This committee is very effective and very efficient. Is there anyone else interested?
  - b. Kenith: Stated that it doesn't seem right. There is not rule and she is not aware of any language. When the dates rolled out this committee needs to be quick because of campus closure.
  - c. Ken: Can I get someone to move?
    - i. Tam Vu moved to elect Yoshiko as chair. Don Price seconded.
      - 1. All in favor.
    - ii. The committee is composed to Mike, Yoshiko, and Cathy. The curriculum committee doesn't have to be brought to full committee.
- V. Announcement Regarding Graduation
- a. Kenith: Announced that the chancellor mandated changes for graduate graduation that the hooding is done on stage and one person goes with the candidate. What people see on the stage is streamlining the process. If you want you can have the advisor accompany while hooding. It must be done quickly and uniformly. In order for it to work there has to be rehearsal with the hooding and they have to come to commencement rehearsal.
  - b. Don: Asked the advisor is the one doing the hooding? PharmD has no advisor. If we don't do it with the advisor for TCBES then its crucial to have the advisor do it.

Meeting Adjourned at 11:06 am