

Graduate Studies Council Meeting Minutes

Meeting Date: November 16, 2011

Called to Order- 10:05 am

Meeting adjourned-11:07am

Participants: Kenneth Morris (Chair), Bryan Kim, Cathy Zenz, Charles Langlas, Jan Zulich, Jerry Calton, Mahealani Jones, Michael Shintaku, Natalie Beam, Scott Saft, Steve Lundblad, Tam Vu, Tony Wright, Yoshiko Fukushima, Katharyn Daub, Nalini Yadav, Nancy Lombard

Apologies: None

Agenda	Discussion Topics	Decision/Action Taken
Approval of Minutes	<ul style="list-style-type: none"> • Oct. 19, 2011 meeting minutes • Nov. 1, 2011 meeting minutes 	<ul style="list-style-type: none"> • Oct. 19, 2011 <ul style="list-style-type: none"> ○ Corrections to be made, Ken to clarify page 2 (N) ○ Tony motioned to approve, 11 in favor • Nov. 1, 2011 <ul style="list-style-type: none"> ○ Corrections to be made. ○ Tam motioned to approve.
MAT	<ul style="list-style-type: none"> • TEP will no longer be available • Instructional hours will be counted 12.5 hrs one credit, 25 hrs two credits, etc • Attendance Policy • Course syllabus for hybrid, DL, etc. <ul style="list-style-type: none"> ○ Same courses each have different syllabus for in class and DL 	<ul style="list-style-type: none"> • More information needed with courses in higher numbers, two courses are missing the percentage of grading in syllabus. • #13, almost all responses are lecture, need to put down some numbers • Jerry recommended approval so curriculum could be discussed • Steve Lundblad motioned to approve, Tam 2nd the motion <ul style="list-style-type: none"> ○ 10 in favor, 1 abstention.
Combine review of program and curriculum together	<ul style="list-style-type: none"> • Ken forwarded DPT to Mike & Yoshiko • Deadline for submitting curriculum central Nov. 30(?) • All that probably still needs to happen is final review <ul style="list-style-type: none"> ○ Does there need to be a course coordinator outside of curriculum central? 	<ul style="list-style-type: none"> • Dr. Kim wasn't taken off the committee and will continue to be on it • *Add to next meeting, may want to review process*
BOR Policies	<ul style="list-style-type: none"> • Ken sent out changes to executive policy, just bringing it up to date • What we come up with for UH Hilo needs to be the same and enumerated and note what was new and added 	<ul style="list-style-type: none"> • Committee to give Aaron feedback on changes before next meeting • There are 14 or 15 paid stipends, some are RCUH some are other funds. We are going to review this and make sure to reconcile between the two and make it jive with Nancy's and vote w/Kenny, Chancellor, etc. • *Send out next 2 meeting schedules and possibly schedule interim meeting.*

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Apologies: None

Agenda	Discussion Topics	Decision/Action Taken
Graduate Courses Taken Outside	<ul style="list-style-type: none">• PhD students are able to take courses outside the university pre approved.<ul style="list-style-type: none">○ Would like to make it available to MA students○ Only for 6 credits or two classes○ Can transfer the credits but they have to have 24 in residence with a B or better (w/prior approval)○ Transfer form must be filled out and done before hand○ Has to be from an accredited institution but not necessarily UH	<ul style="list-style-type: none">• Charles Langlas moved to approve that all post graduates can take courses outside the university with prior approval<ul style="list-style-type: none">○ 10 in favor
On November 22, 2011 @ 9:00am Jeff Schofield, Lolo Hong, etc will be meeting with Jan to determine summer enrollment and classification in rm. 208 in the Student Services building.		