UHH Graduate Council
Meeting Minutes November 30, 2010

Attendance: Ken Morris (Chair), Michael Shintaku, Jerry Calton, Scott Saft, Cathy Zenz, Mahealani Jones, Charles Langlas, Aaron Jacobs, Natalie Beam, Jan Zulich, Donald Price, and Ayumi Maltby (Scribe).

Meeting brought to order at 11:30

1. Approval of meeting minutes for November 16, 2010.
   a. Yes: 6; No: 0; Abstentions: 1

2. Committee Reports.
   i. Mike: Curriculum committee reports, 80 to 90 courses (Nursing and Pharmacy) reviewed. Curriculum central is much better than paper and working well.
      o Cathy: The issue on web page that you can only review and approve; cannot deny. Clicking on the little symbol has an issue that is being investigated.
      o Chuck: Training session in beginning of fall is necessary, changes yet to be approved (college senate to approve).
      o Ken: Usually if the changes are not substantial, it will not need to be approved by the full body if the responsibility for minor changes is delegated to subcommittees or persons.
   ii. Program committee: Bryan will discuss ATP in Anthropology next meeting.

3. GC Website updates/ ideas.
   a. Meeting Minutes
      i. Ken: On the website, approved meeting minutes are posted until most recent.
      ii. Chuck: Dan has to repost few minutes posted from before because they may have disappeared.
   b. Public and Private Sections
      i. Ken: Proposed to take advantage of the website by having a private section on the web to be able to post comments and load documents to share. Forwarding documents to the congress through the private section of the website. Congress might also view the programs and it is desirable to give access to CCRC so they can download documents forwarded from the GC.
      ii. Ken: a meeting is set with Roseanne Fallin (IT) to discuss diagram of the website or how it can be constructed.
      iii. Admissions link will be above the GC Public link.
      iv. Ken: UHH logon for the private section will be used.
      v. Ken: The Program reviews and ATPs will be all on one link.
      vi. Chuck: 1, 7 years reviews should be added.
      vii. The meeting minutes can be approved online before they are posted on public section. First post will be on the Private for pending approval and modifications, and after approval, it will be posted on Public section.
         o Have a due date for the approvals (Activation Dates).
4. **ATPs**
   i. Jan: The document flow for the ATP is unclear, causing the document to be delayed. The ATP that she submitted has gone to the CRC then to the Graduate council then to Phil. A flow chart is necessary for clarification.
   ii. Ken: Need to talk to CCRC and Congress about Congress being involved because we need a longer time.
   iii. Jan: The Chancellor is in favor for streamline.
   iv. Ken: We will ask the Chancellor and/or VCAA for clarification when Kenny returns.
   v. Cathy: Arts and Science has a deadline in spring for the fall. The deadlines should be similar to the way that the DPC’s timeline-layout.
   vi. Ken: Our Graduate Course Planning guideline should be included in the chart and add the description of resources required.
   vii. Ken: we started with Manoa’s graduate program procedures because there are things that do not change, such as the BOR criteria and executive policies. The document has changes that were made to reflect the UHH specifics.

5. **Algorithm on Undergraduate impact, e.g., the PT ATP**
   i. Aaron: Passed out document for review.
   ii. Don: The PT program impact is projected using the CoP statistics. Data driven model works for similar programs, but must be tweaked for others.

Meeting adjourned at 12:41PM