

**Graduate Studies Council Meeting Minutes
December 14, 2011**

**Called to Order- 10:00 am
Meeting adjourned-11:20 am**

Participants: Kenneth Morris (Chair), Aaron Jacobs, Cathy Zenz, Charles Langlas, Jan Zulich, Mahealani Jones, Michael Shintaku, Scott Saft, Steve Lundblad, Tam Vu, Yoshiko Fukushima, Katharyn Daub, Nancy Lombard, Nalini Yadav
Apologies: Tony Wright

Agenda	Discussion Topics	Decision/Action Taken
Approval of Minutes	<ul style="list-style-type: none"> • November 29, 2011 meeting minutes 	<ul style="list-style-type: none"> • Corrections to be made, reference to discussion • Motion to approve-Michael Shintaku <ul style="list-style-type: none"> o Motion seconded o 8 in favor, 0 abstention
Provisional Acceptance Letter	<ul style="list-style-type: none"> • Provisionally accepted students will be admitted for 2 semesters. • In order to make it the letter official Dan Brown or Ken has to request it formally. • Mahealani is working on updating the catalogue <ul style="list-style-type: none"> o Language to put into the catalogue <ul style="list-style-type: none"> ▪ We approved provisional acceptance, under certain conditions students may be accepted provisionally. • The individual program's can adjust letter and can make it more strict. • Graduate Council Policies <ul style="list-style-type: none"> o Must go to congress to get approved. o Aaron's committee to recommend policy to Cathy. o Email to be sent to head of congress to see if policies can get into the catalogue. 	<ul style="list-style-type: none"> • Mahealani will place hold. Start date will be of April so students can't register for the 2nd year. • Notice will be sent out to programs and posted on the website. • Programs to fill it out and return the original to Mahealani. • Moved to approve-Chuck <ul style="list-style-type: none"> o Motion seconded-Kathryn Daub o 8 in favor, 0 abstention • It can be used for Spring.
Transfer Graduate Credits	<ul style="list-style-type: none"> • UH Hilo faculty doesn't necessarily have expertise to teach certain classes. • Courses graduate students take outside are factored in like a pass/fail. • Where does the money students are paying go? Are there arrangements with the college and is there money going to whichever college student is taking course? 	<ul style="list-style-type: none"> • Courses that graduate students take won't affect their GPA. The credits transfer the grades don't.

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BOR Policies	<ul style="list-style-type: none"> • One has to apply for merit and it has to be approved. <ul style="list-style-type: none"> ○ Affiliate faculty can serve on graduate committees; it doesn't talk about emeritus anymore. ○ The graduate student handbook should state what is required to serve on a committee. • It is important that Chuck is allowed to continue to chair committee because 5 students finish their thesis next semester. <ul style="list-style-type: none"> ○ Scott will be taking over Chucks responsibilities. ○ There should be no academic prohibition as long as the director of graduate program/ committee approves. • Emeritus should be named somewhere but not as a classification. <ul style="list-style-type: none"> ○ If not approved or hasn't been approved yet it may take 1 yr, etc ○ Motion was passed so graduate professors (retired) can continue chairing. • 9.2 of revised policies item #5 hasn't written West O'ahu into it. • UH Hilo will not be replicating Manoa w/ extension agents. • There is a possibility of split classifications because it has expanded and UH Hilo has not had that possibility before. • Librarians (they want more depth to their classification) <ul style="list-style-type: none"> ○ They are working on proposals for tenure and promotion. ○ Currently they need to follow suite with Manoa. <ul style="list-style-type: none"> ▪ They want to be considered individually and separate from other librarians. 	<ul style="list-style-type: none"> • Policy to be revisited-emeritus/affiliate/cooperating to make sure everyone is under the umbrella. • CTAR has not been talked to yet, everything must be together first. • Helen working on description change for librarians.

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Program/Course Proposals	<ul style="list-style-type: none"> • Hawaiian <ul style="list-style-type: none"> ○ Course proposal-Syllabus attached, just editing issues. ○ PhD <ul style="list-style-type: none"> ▪ 23 credit hrs, 61 credit hrs adding masters (includes dissertation) ▪ Minimum requirements <ul style="list-style-type: none"> • 24 credits of residency • If student is not from here do they need to take more? • Needs to be edited, 6 credits of pre requisites but not recognized (not approved by senate) <ul style="list-style-type: none"> ○ The head of academics doesn't want that change. ○ MA requires the GRE but no minimum score required. <ul style="list-style-type: none"> ▪ Program can decide case by case. • Nursing <ul style="list-style-type: none"> ○ Completing form policies <ul style="list-style-type: none"> ▪ In regards to "repeatable"-all courses are not repeatable unless you want them to retake course. ▪ Change for #6\ <ul style="list-style-type: none"> • B or above, bachelors program has no +/- it needs to be stated in the syllabus ○ Conduct hours <ul style="list-style-type: none"> ▪ Field work-revise #13 • Pharmacy <ul style="list-style-type: none"> ○ Typo errors. ○ Listed course modifications: 519, 568, 718 (offered as experimental) 	<ul style="list-style-type: none"> • Hawaiian, Nursing, Pharmacy to edit proposals. • TCBS-approved.
Academic Certificate Programs	<ul style="list-style-type: none"> • It is not stated that graduate certificate program s must meet the requirements. <ul style="list-style-type: none"> ○ Do they need to take 6 or more credits? ○ Student that started this semester will be finishing it. • Certificate is designed to give background for PhD 	<ul style="list-style-type: none"> •
Meeting Adjourned @ 11:20am		

