UH Hilo Graduate Council

Minutes: May 4 2018
Time: 2:00-3:30 pm
Location: Waiʻōlino 212

Attending: Mary Louise Haraguchi, Bryan Kim, Shelby Wong, Mike Shintaku, Scott Saft, Māhealani Jones.
Excused: Alice Davis, Bret Mossman, Ghee Tam, Peter Mills, Diane Barrett.

No quorum was met as many GC members left early to tend to their homes following two earthquakes earlier today. The meeting was conducted as an informational meeting.

I. Meeting called to order at 2:06 pm.

II. Approval of minutes from previous meeting on 6 April 2018 was deferred until the next meeting in September.

III. Agenda Items/Discussion:
1. Grad policies in Handbook. Māhealani will email GC members with explanation of proposed changes. It is hoped that GC members can email their thoughts so that any changes may be included in the summer 2018 update of the Handbook.
2. Summer classes update: no news.
3. New Graduate Student Orientation in August. Māhealani will email new students about the event, which will be on Tuesday, August 14, 2:15-3:45 in CC 301. Shelby will follow up with a reminder email closer to the date. Mike Shintaku, next year’s GC chair, will attend, as will VCAA Ken Hon and Bret Mossman, as the student representative. Shelby will serve as organizer in charge, and will remind these people to attend.
4. No report from FC liaison (Shelby).
5. Transfer of duties. Scott will draft a memo to send to Ken requesting that Mike Shintaku be appointed GC chair, and Alice Davis as Assistant Chair for the 2018-2019 academic year. Shelby offered to help Scott draft the memo.
6. Update on assessment. Each program is to assess written communication for all students this semester and send results to Scott for compilation. Scott will send a reminder to program chairs. Scott will forward this to Mike once compiled. Development of quantitative reasoning assessment rubrics are postponed until fall. Updates are expected from the recent WASC meeting attended by Seri and other faculty. It has been suggested that Mitch Anderson or Brian Wissman, both of whom have been involved with undergraduate assessment of quantitative competence, be invited to help GC write rubrics for graduate students.

7. Farewell

IV. Other Business
1. First meeting for fall tentatively scheduled for Friday, September 7. Shelby will reserve the room for all GC meetings for the academic year.
2. Shelby is willing to continue as FC representative unless someone else is interested.

V. Meeting adjourned at 2:30.

Respectfully submitted by M. Jones