

UH Hilo Graduate Council

Minutes 3 November 2017

Location: Wai'ōlino 212

Attending: Ghee Tan, Peter Mills, Shelby Wong, Mary Louise Haraguchi, Mike Shintaku, Diane Barrett, Becky Ostertag, Alice Davis, Scott Saft, Māhealani Jones.

Ex officio: Ken Hon

- I. Meeting called to order at 2:09.
- II. Minutes from previous meeting on 6 October 2017 approved with minor spelling edits.
- III. Agenda Items
 1. Subcommittee report on new and revised courses/programs. A few are still up in CoP, but the rest were approved by the GC Program/Curriculum Committee. There were a total of 35 approvals requested, 20 of them fast-tracked (from CoP and KHU).
 2. Update on waiver of fees for students in the 7th credit of thesis work. In September, a small group of GC members met to suggest criteria for Ken to present to Farrah for discussion and her approval. Farrah suggested a method by which these students could be coded to permit the waiving of fees. Ken understood that that meant she approved of the criteria. Recap of the criteria: a) Student must have completed all coursework required for the program. b) student must have met the minimum number of credits for the thesis (for most programs, this will be Alpha 700. The Education programs will use Ed 699, as they do not have a separate thesis course designation—their final project is embedded throughout the program). This “extra” credit serves as an extension beyond the program requirements. c) the student must be enrolled in just this one credit. Māhealani will email Chelsea to request that students meeting the criteria be coded separately and not charged student fees.
 3. Report from GC liaison. Shelby stated that she gave her brief report of GC activities to FC. A question was raised about the new language for the Incomplete Policy. Māhealani reported that she sent wording to Misaki and Steve Herman (chair of the Academic Policy sub committee of FC), and will re-send as there was no response.
 4. Update on appeals process. Programs who have appeals for admissions applicants include Education and Counseling Psychology. Alice reports that Nursing is working on one. Māhealani encouraged the other programs to have something in place before they start reviewing applications for the next cycle.
 5. Filling GD administrative position. Ken reports that he has it in mind, and hopes to have a solution by summer.
 6. GC Charter: review or leave it alone? Consensus is to leave it as it is.
- IV. Other Business
 1. Mary Louise updated us on where we are with WASC in terms of assessment. We met the immediate requirements by completing both departmental and interdepartmental student learning outcomes. We need to begin evaluations this spring, starting with Written Communication. The interim report will be due in 2 years and again in 2021. She encourages programs to begin building assessments for graduate programs this spring, specifically in the written communication category. “Up the verbs.” There can be a common rubric for all graduate programs, and more specific ones for individual programs. The next WASC visit will be strategic.
- V. Meeting adjourned at 3:10.

Respectfully submitted by M. Jones.