

UH Hilo Graduate Council

Minutes 6 October 2017

Location: Wai'ōlino 212

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

Excused: Bryan Kim, Peter Mills, Mary Louise Haraguchi.

- I. Meeting called to order at 2:05.
- II. Minutes from previous meeting on 1 September 2017 approved as submitted.
- III. Agenda Items
 1. Update on Provisional to Established progress (Shelby). DNP will go up in November, and Pharmacy in mid-February. We will be asking for an extension for Heritage Management, whose report was to be due this academic year, as the program wants to include graduation numbers for the second cohort. A second extension will be requested in one year to allow for the second cohort, beginning Fall 2017, to finish.
 2. Leadership update (Scott). Mike confirms he is willing to be Vice Chair. Discussion ongoing regarding leadership in future semesters.
 3. Subcommittees (Scott). Curriculum and program committees will be combined. Members will be Mike Shintaku, Becky Ostertag, Māhealani Jones, Shelby Wong. Diane Barrett will serve as needed. Shelby will call the first meeting for a date in November.
 4. Update on waiver of student fees (Māhealani). No decision has been made as of today. Ken and Farrah were going to talk about it a month ago. The two students who requested the waiver have paid their tuition, and are awaiting the decision on fees.
 5. Report from FC/GC liaison (Shelby). Shelby mentioned the incomplete policy, and wondered where it stands. Māhealani will check with Misaki to find out if the wording specific to graduate students/programs will remain in the new version. Program chairs agreed that the additional language "The instructor may set a deadline sooner than that listed in the University Academic Calendar, reflecting the instructor's availability to extend his/her commitment beyond the course" is important for programs where completion of the previous semester's courses is required before students can progress to clinical or other outreach activities in the subsequent semester.
 6. Update on appeals process for each program (Māhealani). Reminder to all programs to formulate an appeals process for admissions prior to beginning review of the next set of applications. Diane offered to share the appeals process used in Education.
 7. January meeting time. Group chose Jan 12, the second Friday in the month, since the first Friday is before the start of classes.

8. EEOC consults prior to beginning new applications (Māhealani). EEOC asks programs to contact that office to set up times to review important criteria prior to review of new applications.
 9. Filing GD administrative position (all). Scott will find the old job description, and GC members will continue the discussion.
- IV. No Other Business
 - V. Meeting adjourned at 3:04.

Respectfully submitted by M. Jones