AGENDA

1) Approval of minutes of September 16, 2003, meeting - Christopher Lu
2) Graduate Division Policy - Jim Juvik
3) Centennial Campaign - Christopher Lu

Present: Christopher Lu, April Komenaka Scazzola, Michael Collier, Steve Hora, Cathy Zenz, Margaret Haig, Linda Golian-Lui, Lynne Stamoulis, Bill Chen, Jim Juvik, Dan Brown

1) The minutes of the September 16, 2003, meeting were approved.

2) Graduate Division Policy - Jim Juvik
The relationship and process between the Graduate Council and the UHH Congress were explained. Documents and articulation procedures are being developed and formulated. The status of graduate faculty and the adjustments to teaching loads are being discussed. The programs should be required to submit an annual report about the performance of these programs. A record-keeping device that separates graduate from undergraduate programs is being explored. At present, graduate admissions resides with the programs. Although usually the graduate division oversees admissions, the UHH Graduate Council is an advisory group, not a division. Essentially, UHH has a graduate division with no staff and a graduate council which is advisory. At this time, the only line position is the VCAA. BOR approved the UHH Graduate Division on condition that the courses be approved by a faculty governance body, not necessarily the faculty senate. The route of a program proposal: Graduate Council will propose that the proposal is routed through the Council first. If the Council disapproves it, why send it to the senate/congress? The Council will address issues to ensure that the student graduates correctly. Information transparency is key. Thus far, all programs have been initiated from the faculty; there may be a problem if the program is initiated by administration rather than the faculty. Adequate resources is the challenge. The dean will need to be included in the program review; address manpower issues; and resource allocation concerns. VCAA Lu will discuss financing line positions with the Chancellor. Grades were discussed: grading for graduate-level courses is needed: ABC, plus/minus? UHH has no policies on grades for graduate programs. Suggestion: use UHM standards until UHH Graduate Council has had the opportunity to address the issue adequately. VCAA Lu requested that Graduate Council Coordinator Juvik submit a recommendation which will be forwarded to the UHH Congress.

3) Centennial Campaign - Chris Lu
The individual academic units have been asked to plan for endowed chairs.

4) Other Items:
a) Tenure and Promotion 2003-2004 Manual. VCAA Lu will add one item on the last page. There is no change in the current policy. Once the new policy is completed, it will be forwarded to the UHH Congress. Next year, candidates have a choice between the old policy and the new policy. The following year, all candidates must follow the new policy. Candidates must be at UHH before applying for tenure. Proposed clause: to apply for promotion without tenure at the assistant professor level is discouraged.

b) BOR approved the following, effective January 2004:
- College of Business and Economics
- MS in Ecology and Conservation Biology
Registrar Zenz will try to complete records processing to prepare for the January 2004 start dates for these programs. She will also work on proposing deadlines to VCAA Lu. The VCAA Academic Council will endorse the proposal and forward to UHH Congress.

Suggestion: integrated calendar for the campus. It was noted that a master calendar has been available for two years; however, it has not been used. Director Chen will assign the UHH Webmaster to conduct workshops on the use of the calendar. The academic calendar terms are set by the System; however, the individual campus deadlines are set by the campuses. VCAA Lu requested dates from both the System and the campus. He will appoint a subcommittee that will understand how UHH operates in posting dates. He asked that volunteers contact him about service on this subcommittee. The subcommittee will include Registrar Zenz.

The start of the College of Business can be delayed until Fall 2004. The College can identify themselves as approved; however, the academic aspect can be delayed. CAS Interim Dean Hora saw no problem as long as it does not affect the students’ transcripts in any meaningful way. VCAA Lu pointed out that technically, UHH is not obligated to have students graduate from the College until they have been admitted to the College.

To avoid problems, the action memo for the MS in Ecology and Conservation Biology was forwarded to the UHH Congress, but this procedure may not be followed in the future. A problem was caused when the proposal was not forwarded through CAS, nor the Senate. Implementation is a challenge; however, everyone needs to bear responsibility. The process is still in the developmental stage.

The meeting adjourned at 10:00 A.M.

Submitted by:

BJ Saito