## Minutes

**Graduate Council**

**January 30, 2014 / Gilmore 212**

**3:00 – 4:15p**

### Topics for Discussion

<table>
<thead>
<tr>
<th>Topic</th>
<th>Action</th>
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<tbody>
<tr>
<td>Minutes from November mtg</td>
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<td>Feedback from Graduate Council on finalists for Dean? Formally send feedback to VCAA?</td>
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<td>Announced by J. Maeda that the VCAA did not want group feedback. Only individual feedback would be welcome. Council members were encouraged to submit their feedback to the VCAA.</td>
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<td>Non-resident tuition exemptions to be used in recruitment of students with, &quot;special talents and/or unique skills that will make a significant contribution to campus life&quot;.</td>
<td>Handouts</td>
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A robust discussion related to what programs would be eligible as well as the background behind this initiative occurred. Many programs could advocate being eligible. Discussion also focused on some of the wording in the document (handout) drafted by the VCAA and former Dean Cooper. It was their notes on how they envisioned the non-resident tuition exemptions to be used. It is not a formal document. The intent of sharing it was to help guide and inform the discussion. The group decided to implement now rather than wait until Fall 2015, as the VCAA had suggested since there were details to work out. Admission into programs is currently on-going for many. Clarification made that these non-resident exemptions are for specific programs (criteria on hand out), not colleges. The group also discussed professional programs and their eligibility. The group decided to give preference to non-professionally-based programs rather than eliminate them entirely. Discussion then focused on the process, criteria for the proposal – Need, High Quality, and Plan are the three areas to be defined and addressed by the program applying. Graduate chairs would be the one to submit a proposal. A quick turnaround time to allow for decisions to be made on proposals and for offers to programs led to setting Feb 15, 2014 as the due date. In the essence of time, it was proposed to have some council members help J. Maeda draft a document to be used for the submission of proposals to request these exemptions. R. Bontekoe and E. Hoffman volunteered to help review, rather than having the document sent to the whole Graduate Council to review and agree to the details.

### New Business:

- R. Bontekoe requested discussion on new requirement of annual review of doctoral students. With a lot of things going on this term with programs and the load on Graduate Education until a new Dean is appointed, he requested postponing the submission of forms and the process related to this new requirement.

### Announcements

- UHM Form 1 and 2 deadline to Graduate Division is **Friday, April 4, 2014**; please heed your college/school’s due date for them.
- Refresher and orientation sessions for Graduate Chairs on Graduate Chair Handbook: **Feb 18 Session I: Overview and Mar 13 Session 2: Graduate Faculty, 3:00p, Spalding 362.**
- Dissemination of Annual Graduate Program reports for your review to be distributed soon. Please try your best to complete them and provide feedback as needed in a timely way.
- Replacement process of Graduate Council members is underway. One change of three have been made. Dr. Bum Jung Kim from the School of Social Work will be replacing Dr. Hong.
- Review of applications for Frances Davis Undergraduate Teaching Award and Peter V. Garrod Distinguished Mentoring award are underway.
- Review your handbooks and web sites; ensure that your departmental comprehensive exam and dissertation defense policies are in compliance with Graduate Education
- Check your program information on Graduate Education web site; ensure we have the correct application deadlines and degree requirements.

Next Meeting: **February 13, 2014 3:00p Gilmore 212**