OFFICE OF GRADUATE EDUCATION

MINUTES

GRADUATE COUNCIL
FEBRUARY 13, 2014 / GILMORE 212
3:00 – 4:15p

Council Attendance:
Excused: K. Braun, K. Qureshi, D. Choy, H. Pourjalali, M. Garneau
Absent: D. Cicero, R. Joseph, S. Rahman, T. Robinson

TOPICS DISCUSSED

Old Business: Approval of previous minutes
- Minutes from November mtg
  Seconded by R. Bontekoe. No further discussion. Approved. Vote: 12 in favor; 0 against/abstentions
- Minutes from January mtg – to be approved?
  Seconded by E. Hoffman. No further discussion. Approved. Vote: 12 in favor; 0 against/abstentions

Old Business: Doctoral student progress report – brought up at end of last meeting. Suggestion made (R. Bontekoe) to postpone to next year.

NOTES: In light of the current situation of no Dean, confusion RE: this process, and other work occurring, R. Bontekoe proposed to postpone this process until next year (2015). Others on the Graduate Council appeared to concur. J. Maeda reviewed information presented last semester about programs needing to develop a process in Fall 2013 for implementation in Spring 2014. All doctoral students need to be annually reviewed. Programs that would like the support of Graduate Education in their meeting with doctoral students who have been determined by the program to not be making adequate progress, may request to undergo such a meeting with J. Maeda.

New Business: Require publishing of Plan A Master’s Thesis?
Info: Doctoral dissertations already required to be published via Pro Quest. Proposal to publish via Hamilton, rather than Pro Quest. Pro Quest has become very large and as a result, less coordinated relative to receipt and tracking of dissertations. To allow all theses to be available to users of Hamilton and align with dissertation requirement. Currently, optional.

NOTES: This was discussed at some length in terms of the merits as well as potential usefulness of publishing master’s theses. The Graduate Council seems to agree that publishing of theses via Hamilton Library’s Scholar Space should remain optional. B. Kim reported that Social Work does Plan B papers and such a requirement would not apply to them. Another comment was made about programs’ students doing Plan B so this would not apply. E. Hoffman suggested asking Graduate Chairs who attend the scheduled sessions with J. Maeda for their thoughts. J. Maeda will also email Graduate Chairs for further input.

New Business: Criteria for Review of Annual Graduate Program Reports?
Proposed: 1) Sufficient info to evaluate quality and continued need for program. Feedback may provide examples if info is insufficient. 2) Clear info on quality of program. Feedback on how it might be better defined. 3) Continued improvements made, based on data? Feedback on areas to target for improvement.

NOTES: This item was also discussed at some length. For one, it would be helpful for reports being submitted to include more detail and be written so that a reviewer outside of the report’s field. Listing of graduates names was brought up, as some reports do not list any names. Information presented in the report should also be more specific and measurable. Comparable info should also be provided so as comparisons can be made and better judgment given to ratings of “good or doing fine”. Pre-populated data of University and College data would help with some of the comparative information to use. Having data from peer institutions would also be helpful for programs to compare themselves to others was also suggested, but acknowledged it would be difficult to obtain. Discussion centered around a need to have a clear purpose for the report, appropriate questions with populated data, since data are available, and criteria for the review process. Conversation also included having consequences, positive as well as negative for the reports. J. Maeda stated that she would look into how this annual report and the Mānoa Assessment report might be combined. Further discussion to be focus of next meeting. Council members were asked to think about this report in general as well as they review current reports.
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**New Business:** Joint meeting w/ CORGE?

**NOTES:** After some discussion on background behind CORGE and COR as well as Faculty Senate and Graduate Council functions being somewhat similar to what CORGE now does, R. Bontekoe proposed this wait until a new Dean is in place. Council members agreed.

**New Business:** RE: Institutional Learning Outcomes. E. Hoffman reported a change between Version 2 and 3 of the draft in the language of an outcome beneath Intellectual and Applied Skills. Time was short for discussion on this item.

**NOTES:** E. Hoffman stated that not all programs would apply research and thus may not have data for that outcome for their program. She went on to report that her recollection was that the Graduate Council had discussed these and agreed on the language used in Version 2. The versions were not available during the meeting. J. Maeda stated to look into reasons for the wording change.

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**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 1: Overview and Mar 13 Session 2: Graduate Faculty, 3:00p, Spalding 362.*
- Round 1 of Annual Graduate Program reports have been distributed. Round 2 of late reports due Friday, Feb 14. These late reports are forthcoming for your review.
- 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:** **March 6, 2014 3:00p Gilmore 212**