Graduate Council
Meeting Minutes
November 18, 2014
Gilmore 212


Excused: T. Ranker, H. Pourjalali

Absent: K. Mossakowski, K. Qureshi, R. Carroll

1. Approval of Minutes from October 14, 2014 Meeting
   a. Minutes approved – moved and seconded. Vote: Unanimous

2. Reminders
   a. RA Training to be scheduled each term. Similar to TA training, but for RAs. Contact Dean Aune for further information or if you have questions.
   b. UHM Course Change Forms are currently being reviewed.

3. Program Modifications
   a. Department of Microbiology, MS Program, Reinstate Plan B – Little info on capstone or what would constitute the culminating project. Members seemed willing to vote to approve and ask for further information from the program regarding the culminating project.
      i. Dean Aune called the question. Vote - Unanimous
   b. Department of Atmospheric Science, MS in Meteorology, Add Plan B. Dean Aune clarified that the dept name changed to Atmospheric Science, but the degree name is still Meteorology. Similar question on the capstone project and what options or what would be acceptable. However, if the capstone could be part of a course, it is okay. Other members expressed that a capstone as part of a course is common.
      i. Dean Aune called the question. Vote – Unanimous
   c. LIS and Hawaiian Language, Dual Degree, MA – No one seemed to have any questions or issues with this proposal. General consensus seemed to convey it was a good idea; E. Hoffman and A. Wertheimer spoke in favor of the dual degree. Similarity to current dual degree that LTEC currently also has with LIS. Mutually beneficial and courses are already taken by students in Hawaiian Language from LIS.
      i. Dean Aune called the question. Vote – Unanimous
   d. Proposal for Graduate Certificate (GCERT) – TeachTech – E. Hoffman spoke on behalf of this certificate. Focus to be for K-12 teachers, rather than adult education. Professional development for current as well as former graduates of the program as well as others. Students in Education are not typically funded and no funding from DOE. Collaborative partnership with Kamehameha Schools. Question related to teacher certification in this area. This certificate is not related to teacher certificate. It is more for professional development.
      i. Dean Aune called the question. Vote - Unanimous
   e. Degree Proposal, Master of Environmental Management by NREM. No ATP was required; change at system level to allow bypassing of ATP step if changes being made are not completely new. This proposal was to essentially convert Plan B path to a professional master’s degree. There were issues with the initial draft. Draft was seen by CRGE and returned. Per D. Sanders, CRGE is ready to move it forward once approved by Graduate Council.
Old Business
4. Graduate Data – previously shared by Dr. Yang Zhang, Director, MIRO.
   a. Dean Aune asked if there was any feedback from the group RE: the data. A couple of the members expressed some confusion relative to the data and with whom it should be shared. To help, a suggestion was made to send an electronic copy of the data to all graduate chairs and request feedback. Feedback on the actual data sheets focused on how to make the presentation and interpretation easier to understand. Including a link to the glossary on the MIRO site, including the definition on the sheet for what the table was depicting would be helpful too (e.g. define retention on table displaying retention rates). Including why data were combined when two cohorts were combined due to small numbers if just using one cohort as well as some info on how data were collected to make up the cohorts. These were data covering a 10 year span of time.

5. Situation of TAs was shared by M. Tigchelaar. She shared the situation being faced by several TAs in Biology as well as the prioritization process that was proposed to be used that was later deemed inappropriate by the VCAA. Her questions to the group focused on how decisions on TA appointments were made in other depts and this was unusual. A few members of the Graduate Council shared that typically decisions on TA appointments occur at the dept level and not at the college level.

6. Issue of double-counting of credits between a certificate and graduate degree was discussed. A change was made to the policy on the OGE webpage in 2012. Previously, the responsibility to determine number of credits to double-count between a certificate and degree was left to the department and was changed to 9 credits. Verbiage of the policy was read by A. Wertheimer via his computer. For two master’s degrees, the limit is up to 6 cr may be double-counted, but this is a different issue. Reference was made that certificates were seen like a minor. A question RE: the type of courses to be double-counted was raised by D. Halbert, especially if the double-counting was for a certificate in the same program as the master’s degree. A comment was made that the courses would be electives and not required courses to be double-counted. E. Hoffman seemed very confident in her recollection that previous Deans of OGE told her the number of credits to double-count was left to the dept. There was a lot of discussion on this issue by a few members of the Graduate Council. Increasing flexibility and decreasing bureaucracy were the focus points. A motion was made and seconded to have the Graduate Council approve the previous language of the policy RE: double-counting of credits should be left to the discretion of the program (2012 language).
   a. Dean Aune called the question. Vote – 11 in Favor; 1 Opposed; 3 Abstentions
   b. Dean Aune commented this vote would be provisional to provide time for OGE to look into the changes that were made and reasons behind the changes. She would ask the two former OGE Deans as well as seek any other information to help inform any change. The outcome would then be shared.

New Business
7. Electronic submission of theses/dissertations. Dore Minatodani and Beth Tillinghast from Hamilton presented information on what this process would look like. A handout was provided. An electronic copy of the handout was requested to facilitate sharing with colleagues. Overall sequence of the submissions being seen by Graduate Student Services before the thesis or dissertation is sent to Hamilton will remain the same. Testing is still underway. This process would allow for wider access to theses and dissertations by the public. All submissions would be sent to ProQuest and be uploaded to Scholar Space in Hamilton Library. ProQuest would also microfilm all submissions and store them in the Library of Congress; Hamilton Library will no longer microfilm or have hard copies. The issue of embargo (delayed access by public) was brought up for students who do not want it public via ProQuest or Hamilton prior to a discipline-related professional source. Dore said feedback would be welcome in this area related to embargos.
Meeting was adjourned at 4:10 p.m.

Next meeting will be in Spring term – Schedule TBD.