Graduate Council
Meeting Minutes
January 20, 2015
Gilmore 212


Excused: R. Carroll

Absent: H. Pourjalali, M. Babcock, R. Gazan, B. Sipes, A. Wertheimer, M. McNally, B. Kim, G. Arslan

Welcome, introductions

Further information on the electronic process of theses and dissertation will be shared as it emerges. Currently meetings by Dore and Beth from Hamilton who have been working with Graduate Student Services on this process have been with GC and the Deans. They will share with GSO on Thursday.

Approval of Minutes – needed to wait until later in the agenda to approve. The Graduate Council did not have a quorum (11 or more members) or 50% at the start of the meeting. Another member arrived shortly before another had to leave to provide us with a quorum to vote and approve the Minutes from the November mtg.

- Change: Dual Degree MA for LIS and HWST. This dual degree and the one for LIS and HAW were discussed and voted on at the last meeting. J. Maeda neglected to include the LIS and HWST vote in the minutes. The vote in November was unanimous in favor of approving it.
- Vote: Unanimous approval of Minutes

Announcements/Reminders:

- First Research Excellence Orientation/Training (RA) on 1/7/15 – this is a new addition to the trainings for GAs at the start of the term. Started from a comment made by a faculty member at the last Graduate Assembly. A training was planned and implemented for RAs in Spring 2015.
- Check to ensure graduate students are enrolled and in the right courses (late late adds coming in). Some discussion on this issue. An email is sent each term to all faculty about checking their roster by the Registrar. The list in Laulima may not be accurate, check MyUH instead. Should graduate chairs check rosters? One graduate chair volunteered to do so if OGE wanted this done. This may be more difficult in large programs for the graduate chair, but asking their . Registering is a student’s responsibility too.
- Last day to drop classes is 1/20/15 (today)
- UHM forms due to us by 4/3/15 (follow own college deadlines prior to our deadline)
• No annual graduate program report is due this month - still working on combining the report with the Manoa Assessment Report & Graduate Program report. Projected next report, still separate from assessment report will be due in October 2015, same time as assessment report. Combined report is projected to be available Fall 2016.
  o Dean Aune shared the aspect of making the graduate program report public, similar to the way the assessment report is on the website. If the reports are to be truly combined, they would be made public. The assessment reports are annually on the web for all to see. She requested the Council to think about it and if there were any reasons to not make the graduate reports public.

Guest - Ron Bontekoe, MFS
• Provided background on the issue of making the relationship between Mānoa Faculty Senate (MFS) and Graduate Council (GC) closer and stronger. Historically, the GC was comprised of nominees via the Deans and selected by the Dean of Graduate Division (GD) (about 5-7 years ago). It was a top-down type of organization. The agenda was set by the Dean of GD, GC would approve items and it wouldn’t need to go any further. At that time the composition of GC was not elected, like it is now. With the change in Dean of GD and agreement to have members of GC selected by the Mānoa Faculty Senate, the process to have a closer relationship between MFS and GC started. A working group from MFS started conversations with then Dean Cooper and then VC for Research Ostrander. Dean Cooper was more responsive to having a closer relationship between MFS and GC. The standing committee of MFS, Committee on Research (CoR) became the Committee on Research and Graduate Education (CoRGE). CoRGE became the standing committee of the MFS, for graduate education similar to CAPP for undergraduate programs. A liaison from CoRGE then participated on GC. A proposal was made to have GC become more accountable to faculty and by having the GC become a standing committee of the MFS, it would be a way for this to occur and allow CoRGE to return to its functions as CoR. A benefit, besides accountability to the faculty, was a reduction in a step in the process to approve new programs and degrees from four to three. Formerly it was approval of program changes by the program that then went to GC for approval, followed by approval by CoRGE, then MFS. The move to have GC as a standing committee of the MFS would eliminate the need for an approval by CoRGE. The GC would then also be co-chaired by a Senator and the Dean of Graduate Education. Dean Aune was not in favor of this proposal. Aside from the benefits to the approval process and slower tie to MFS, she did not think it in the best interest of the other functions of GC to relinquish the whole of GC to the MFS. R. Bontekoe then proposed another option, that of making one of the current committees of GC the standing committee to MFS. Of the three GC committees, the Program committee was one that would have the most relevance to the approval process with MFS and if the MFS “piggybacked” on that committee, its function could become similar to what CAPP does now. The other two GC committees are the advisory and course committees. The Program committee of GC would be chaired by a SEC selected Senator who has had experience as a graduate and/or department chair as well as the knowledge related to putting program approvals into resolution form for MFS approval. It would be mutually beneficial to both GC and MFS, while also allowing Dean Aune to continue with GC as she envisions. CoRGE would become CoR, upon approval by CoRGE for this change. MFS would also
need to approve this change. Target date for the effect of this change is Fall 2015. The Program committee members would also be listed on the MFS webpage. This initiative was also aligned with Dean Aune acting on feedback she received to have a chair for the other two committees of GC as well.

Discussion Topics:
Double-counting of credits – to be discussed from last Graduate Council meeting. Dean Aune wanted to discuss a couple of other topics first.

New Business
5-year probation
- This was initiated by a former Associate Dean of Graduate Education as a means to decrease time to degree. Currently, if students (especially Plan A or doctoral) progress through to year 5 and do not reach candidacy, they’re placed on probation. The process of placing students on probation, while important, also is very work intensive relative to the Student Services staff. Dean Aune inquired as to its effectiveness and whether or not programs needed to have this “stick” to ensure students and faculty were on the same page with regard to appropriate progress toward their degree. For some members, this process is helpful. D. Sanders asked if it was possible to use STAR to note students who are or are not making appropriate progress. Discussion to incorporate STAR more into graduate programs was initiated a year ago, but there’s not been much movement yet. A way just to note progress in STAR would be beneficial. J. Maeda responded that she would look into such an option. An advisor notes option may be something to consider.

Drop/add form
- Dean Aune brought this up as an item for discussion. The discussion focused on who sets the deadlines to add and drop courses since it doesn’t appear to allow for much flexibility with courses that meet only once a week and the add and drop due dates are different. OGE to look into how these deadlines are set.

Meeting was adjourned at 4:00p.

Next meeting: February 17, 2015; Gilmore 212 2:30p.