**Graduate Council**
**Meeting Minutes**
**May 5, 2015**
**Gilmore 212**

**Present:** D. Sanders, K. Braun, R. Black (for K. Rao), D. Halbert, C. Sorensen Irvine (for E. Hoffman), J. Reider, H. Dulaiova, T. Ranker, B. Sipes, M. Kataoka-Yahiro, M. Babcock, R. Gazan, M. McNally, G. Arslan, M. Tigchelaar, J. Dial, K. Aune, J. Maeda

**Excused:** K. Mossakowski, R. Carroll, B. Kim, M. McNally, H. Pourjalali, A. Wertheimer

Welcome
- Laiana Wong, representative of Hawai'inuiākea, Asian and Pacific Studies, and Travel Industry Management
- Jonathan Dial, incoming GSO President

Appreciation of members who have completed their service.
Members received a certificate and letter of appreciation from Dean Aune.
- Henrieta Dulaiova
- Debora Halbert
- Kathryn Braun
- Michelle Tigchelaar
- One other member who has completed her service is Ellen Hoffman. Christine Sorensen Irvine was an alternate for her this semester. Dean Aune and J. Maeda appreciate her service and work.

- Another member who served as an alternate this term was Rhonda Black for Kavita Rao. Dean Aune and J. Maeda also wish to express our appreciation for her service and work.

Approval of Minutes – March meeting
- Minutes were sent ahead of the meeting for review. No discussion or questions.
- Vote: Unanimous approval of Minutes

Announcements
- Awards Ceremony at 4:00p – Kennedy Theatre
  - Wayne Shiroma – PVG mentoring award
  - Rex Troumbley (POLS) & Chamil Rathnayake (COM) Frances Davis GTA award
- May Newsletter – to be sent May 8
  - For future newsletters, include pictures and brief bio of student awards/accomplishments?
- Update of graduate faculty – submit nomination forms for all faculty changes
- Program modifications – address to VCAA, route via college/school Dean and OGE Dean, from Graduate or Department Chair. Changes to program become effective only after approved copy is received from VCAA's office.
- Annual update for Graduate Program contacts to be sent in June. Include any web address changes too.

- TA (Aug 17-19) & RA (Aug 18) Training dates
  - RA training is new. Fall session to be held at JABSOM, Spring session at UHM. Information forthcoming via May newsletter.
  - M. Tigchelaar asked about topics covered in the RA training. Dean Aune provided an overview of some agenda items.
- MIRO Web app – testing in Fall. Web app is a collaborative project between OGE and MIRO.
  - Dean Aune invited Council members to let her know if they were interested in helping to review the web app over the summer. G. Arslan volunteered.
  - M. Tigchelaar asked if GSO might also get access? Dean Aune will look into it.
  - A question was raised as to the difference between CMS and the new MIRO web app. The MIRO web app is aggregated data for programs to look at based on selected variables they want to see (e.g., degrees by gender and/or ethnicity over five years, etc.). CMS data are separate reports across time (i.e., application status, enrollment, graduated, for each term etc.) in pdf format that are not combined or presented in a way where multiple variables can be put together and seen in one table. Each report would need to be selected individually to be viewed. With the MIRO web app, multiple variables may be selected to be presented on a graph or table. Individual student data (e.g., enrollment terms of a specific student) can be found in CMS whereas no individual data are available in the MIRO web app.

Old Business
- Rollover Admissions follow-up
  - Follow-up information to discussion at March 31 meeting related to 'deferring admission'. Discussion was focused on how we might accommodate stellar applicants who are unable to enroll in the original semester of admission. In conversations Dean Aune had with Graduate Student Services, the logistics of what was termed 'deferring admissions' cannot be done due to factors such as, the need for an applicant's application to include current information, for international students, their confidential documents and I-20 have an expiration date from the date of initial admission that is for that term, and the application that is submitted is for a specific term that also coincides with admission for a specific term. For example, an application for Fall 2015, if the applicant is admitted, would be specifically for admission in Fall 2015 only.
  - Rollover Admission, however, can be done. An applicant's application may be rolled to another term. A new application by the applicant is required. There is no need for another set application materials for the program or transcripts, unless the time between the original admission term and the new admission term was spent in coursework at another institution. If that is the case, an original transcript from that institution must be submitted. In the discussion, the issue of what happens if an applicant, approved for a rollover admission, does something against the law or against professional ethics (e.g., plagiarism) in the time between original admission and the new term. A few Council members seemed to suggest that this would not necessarily be different now. Applicants could commit an egregious act over the summer while waiting for Fall term. Another Council member asked what the difference would be if the applicant was just asked to apply later. The reason provided was that this is a means of trying to accommodate a stellar applicant; a means to keep UHM as part of their academic plans. Another hypothetical situation, what if the applicant is not at the top of the list when compared

against new applicants for that new term of approved admission? This is a fact of the process; there may always be someone better in the pool of applicants. It is also a reason to not guarantee admission to an applicant.

- o Dean Aune shared a process that may work for the few cases of a truly exceptional applicant. A memo would need to be submitted to Dean Aune explaining the situation and request for a rollover in admissions for up to one year. The memo should clearly specify why the applicant is an exceptional one and that the program will cover the applicant's second application (i.e., paper application) fee at the time of admission (i.e., when program renders recommendation to admit to Graduate Student Services). To meet the requirement of updated information as well as to formally inform the program of the applicant's continued interest in attending, the applicant would submit a paper application to Graduate Student Services with the graduate program that requested the rollover covering the fee.

New Business
- Program Committee – Dr. Christine Sorensen Irvine
  - Program Committee – Dr. Christine Sorensen Irvine, Chair.
    - ➢ C. Sorensen Irvine provided a summary of the changes via an emailed handout (attached to minutes) that were proposed for each item reviewed.
      - *American Studies Program Revisions*
        - ➢ The AMST graduate faculty modified both their MA and PhD programs to help facilitate time to degree. Both programs eliminated three credits of requirements. Committee members H. Dulaiova and A. Wertheimer provided general feedback in favor of the changes proposed.
        - ➢ No discussion. **Vote: Unanimous**
      - *Certificate in Advanced Library and Information Science Revisions*
        - ➢ Changes were to help make the certificate more attractive to post-master's professionals in LIS. To pursue this certificate students must have a master's degree in LIS or a related field.
        - ➢ Proposed change is from two strands with listed required coursework to one more flexible path that does not designate specific LIS and related courses.
        - ➢ Comments by C. Sorensen Irvine were that there needs to be at least three credits required by the certificate, per OGE requirements. Presently, no course is designated as a core requirement. Also, there should be a statement that the 9 cr of 600-level or higher courses excludes 699 and 700.
        - ➢ There was a question by H. Dulaiova on what was meant by a publishable quality capstone paper. There seemed to be some confusion of the difference between it and a Thesis. R. Gazan explained that while the paper should be more than a basic research paper, it's not quite a Thesis and they didn't want to use the term Thesis to discourage professionals from pursuing this certificate. The paper should be of quality that it may be submitted in a LIS professional journal. Submitting it for publication is not required, but it should be of quality such that it could be submitted.

- ➢ Discussion: Some discussion to clarify responses to the question about a publishable paper but overall support for the revisions being proposed. Motion made by the committee to approve these revisions pending the program address the need to designate at least one core required course and the addition of "…excluding 699 and 700" to the statement about the required 9 cr of 600-level or higher courses. General consensus was to have these added changes approved by OGE to fulfill the approval by the Graduate Council. **<u>Vote: Unanimous</u>**
  - ▪ *Asian Studies Graduate Certificate- New*
    - ➢ A new, more general certificate would be easier to oversee and manage, available to all students, and was recommended in the recent program review of SPAS. This certificate would amalgamate all of the current topic specific certificates into a single one with "fields of concentration" noted on student transcripts.
    - ➢ The current certificates (i.e., 6 topic areas) are only available to ASAN MA students. Students not in that program of study cannot opt to pursue any of these certificates. Per an arrangement made several years ago, these certificates were only intended to be awarded to ASAN MA students. The faculty of ASAN would like to open the availability of a certificate to all students.
    - ➢ Overall, there was consensus in support of this more general certificate with fields of concentration. However, the details outlining the certificate are unclear with regard to how requirements would be met (e.g., distribution credits in social sciences, language credits, etc). A late change in the proposal from 18 cr to 15 cr may have also contributed to changes in the text that may not have been consistently made. Further, while it makes sense to allow pursuit of this certificate without a field of concentration, it's not explicitly stated that the certificate can be completed without one. No statement was also included in terms of deletion of the current certificates.
    - ➢ There was a question surrounding why only Japanese required a 400-level required course whereas the other languages did not have such a requirement. Explanation provided by the program was not clear enough in that regard. Another question was posed related to what was meant by an equivalent baccalaureate degree from a foreign institution for admission to this certificate. Graduate Student Services would be able to determine the validity of a foreign/international baccalaureate degree at the time of application evaluation.
    - ➢ Discussion: Much of the discussion on this certificate was to try to clarify details to fulfill requirements within 15 cr. Council members seemed to support the development of this certificate, but also thought that more time is needed by the program to work out and clarify more clearly how requirements would be fulfilled. The committee moved to table this until the next meeting to allow time for the program to revise this proposal per the issues identified. With it still having to get on the agenda of the Mānoa Faculty Senate in the Fall, there would be enough time for this to

potentially be reviewed and approved at the first Graduate Council meeting in September.  **<u>Vote: Unanimous to table til next meeting.</u>**

- Course Committee – Dr. Thomas Ranker
  - ➤ UHM-1 forms approval. The following courses were reviewed by the Course committee:
    - ▪ AMST 650, ARCH 749, BOT 670, EALL 665, EDCS 640P, EDCS 654, EE 626, EE 635, GG 620, GHPS 695, LAW 551, MUS 635G, MUS 636G, NURS 619, NURS 626, NURS 769, SPAN 605
      - Further information was requested for AMST 650, BOT 670, EE 626, EE 635, GG 620, MUS 635G, MUS 636G, and GHPS 695
      - Information was not received in time for review for AMST 650 and GHPS 695. For GHPS 695, Graduate Council members voted to table further discussion to a future meeting.
      - Information RE: AMST 650 was not received due to the graduate chair being out of town when the request for further info was made.
    - ▪ All of the courses except AMST 650 and GHPS 695 were approved to move on to OVCAA.

- Other information shared by Dean Aune.
  - o Progress with STAR. Program sheets from all master's programs have been requested. The next step is defining events that occur as outcomes per term. Will start slowly with a few programs to provide an example of what will be needed for full use of STAR by master's programs.
  - o Annual Review of Doctoral Student Progress
    - Dean Aune asked if the group knew about this annual review. Response indicated few were familiar or had remembered to conduct this progress review. An email would be sent to request information from those doctoral students who have been identified as not making adequate progress.
  - o Electronic Admissions system. A question was asked relative to how long the wait would be for something to be in place. Dean Aune reported that this is at the top of the agenda of something that needs to be changed. However, it would not be without administrative hurdles. She is planning to work with Roxie Shabazz, AVC for Enrollment Management and Director of Admissions to help with this issue. In terms of length of time, 1 yr would be too short a time frame, but 5 yrs is too long. Somewhere in between is the target.
  - o SERG- Student Engagement, Retention, and Graduation as well as the Recruitment and Yield Committee convened a focus group of graduate students and the VCAA. The group discussed issues related to costs of living, health insurance, how GAs are selected, housing, how those factors affected time to degree, and other related issues.

Meeting was adjourned at 4:00p.

Next meeting: **<u>TBD September 2015</u>**