

**Graduate Council
Meeting Minutes
September 29, 2015
Gilmore 212**

Present: D. Sanders, K. Rao, C. Sorensen Irvine , J. Rieder, T. Ranker, L. Wong, B. Sipes, M. Kataoka-Yahiro, M. Babcock, R. Gazan, K. Mossakowski ,G. Arslan, A. Wertheimer, B. Shiramizu, M. Mottl, J. Dial, A. McKee, K. Aune, J. Maeda

Excused: B. Kim, M. McNally

Welcome

- Dean Aune welcomed everyone to the meeting, a new academic year for the Graduate Council, as well as a welcome to the guests who were present. The guests represented programs that had a graduate certificate or ATP on the agenda to be discussed and voted on by the Graduate Council.
- An overview of the Graduate Council was shared via a PPT. Members serve for three year terms and advise the Dean of Graduate Education on matters relates to graduate programs, curriculum, policies and other administrative matters. The Graduate Council is chaired by the Graduate Dean.
- A few more members will be added to the Graduate Council to fill open seats. Per Katalin Csiszar, Chair, Committee on Faculty Service, the SEC voted to recommend Christine Beale to be the second representative from Languages, Linguistics, and Literatures. Representatives for Social Sciences (second representative) and one to represent Architecture, Travel Industry Management and Shidler have yet to be determined.
- Committee Assignments
 - Program Committee – D. Sanders, Chair, M. Kataoka-Yahiro, M. McNally, M. Mottl, K. Rao, B. Sipes, L. Wong
 - Course Committee – M. Babcock, B. Kim, J. Rieder, B. Shiramizu, A. Wertheimer, D. Rockwood, J. Winter
 - Advisor Committee – G. Arslan, R. Gazan, K. Mossakowski, T. Ranker, C. Sorensen Irvine, LLL
 - Dean Aune mentioned convening the Advisory group to discuss issues currently in need of attention (e.g, placement tracking of graduates).

Approval of Minutes – May meeting

- Minutes were sent ahead of the meeting for review. D. Sanders had clarification questions. The clarification questions related to items on the agenda and whether or not those items needed to be reviewed by the Council on Research (CoR), formerly Council on Research and Graduate Education (CoRGE). A change in Spring 2015 removes the review process and drafting of a resolution by another committee after the Graduate Council and OVCAA. The Program committee, a standing committee of the Graduate Council, is to be chaired by a designee of the Mānoa Faculty Senate SEC and agreed to by the Graduate Dean. This year’s Chair is Dr. David Sanders, current chair of CoR and former chair of CoRGE.
- No discussion or further questions. **Vote: Unanimous approval of Minutes**

Reminders – taken from PPT used in meeting by Dean Aune and shared by J. Maeda.

- Please embrace your role as GC representative
- Include student ID# on memos sent to OGE
- Deadline for UHM-1 & 2 forms to OGE is Oct. 15 for Fall term. For Spring term the deadline is earlier, March 15.
- Please ask faculty colleagues to check official roster to ensure students in class are officially registered.
- All graduating students must be registered in their term of graduation.
- A memo requesting 699 to be used toward 700 credit requirement must be submitted (not automatic)
- Form II must be approved by OGE before students can register for 700 or 800. Submission of the form is part of the process, but does not constitute approval.

Announcements

- Route memos via dept. chair and college/school dean
- Update Graduate Faculty list. Check CMS for list.
- Program Review – A&H, Social Sciences, Tropical Medicine, Developmental & Reproductive Biology, Cell & Molecular Biology, Biomedical Sciences, & Nursing (PhD)
- Giving Tree – if programs still have funds, please use it.
- Annual Graduate Program Report – Due: Oct. 9
 - Annual Review of Doctoral Students – submit forms to OGE. This is info and a plan from programs for how they're addressing students who have been determined to not be making satisfactory progress.

OGE Initiatives/Projects

- Department Leadership Matters – leadership sessions for both dept. and graduate chairs.
- Integrated Online Application – a widely shared issue that Dean Aune is currently addressing. A survey to programs RE: what supplementary materials programs are required, if any, is forthcoming.
- 3 Minute Thesis competition – Dean Aune briefly explained and asked for any interested faculty to let her know if they'd like to help. A competition for Spring term is tentatively being planned.
- Small Programs/Recruitment (PBU, 3+2 programs) – Small programs are a concern. Programs need to look at ways to increase their enrollment. Dean shared an initiative where programs that wanted to allow PBU or Post-Baccalaureate Unclassified students to take a course or two, should inform her of that willingness and what courses may be available. It allows PBU students to get a better idea of a program of study, before officially applying. Dean Aune also briefly explained the 3+2 program.
- Retention, Graduation, TtD (Time to Degree), Placement Tracking, IDPs – there are committees in place to work on retention and graduation rates.
- Funding (NSF, Ford, Fulbright)

The order of the following items was changed to allow for a Graduate Council member who was also responding to questions about a graduate certificate modification to leave for a class at 4:00p.

New Business – Program Committee, D. Sanders, Chair

- *Certificate in Reading, K-12 - Modification*
 - There was a long discussion on this certificate. Questions responding committee members had to the proposed modification to add a Literacy Specialist track were sent to D. Sanders. He shared the questions with K. Rao who was representing Andrea Bartlett, Department Chair & Graduate Chair of Curriculum Studies who was one of the proposers of this modification.
 - The Reading, K-12 graduate certificate currently exists. The modification being proposed was two pronged – split the current certificate into two tracks and the other to change the title of the certificate to better reflect the two tracks. One track is to remain Reading, K-12, and the other a combined literacy track co-created by two programs, Curriculum Studies and Special Education.
 - Questions by Program committee members included, but not limited to: tracks sounding unrelated to each other to be under one certificate, sharing only two of five classes, unclear why there was a need to teach literacy – isn't it already taught at both the undergraduate and graduate levels, graduate certificate seems like it's trying to do too much, unclear definition of literacy, should be two separate certificates, duplication of a degree program in EDCS, rather than use a certificate to increase enrollment, should work on improving current programs first, how will it help to raise achievement in reading and language arts for schools in Hawaiian communities?
 - K. Rao provided information RE: both tracks, especially the new literacy track and the added standards upon which the literacy track was based. Much of the discussion included questions/concerns expressed by L. Wong relative to the definition of literacy, how children are taught to read – is this certificate to teach them to read in English, how would it meet the needs of students who first language is not English? K. Rao tried to answer questions based on her knowledge of the Special Education aspects and a course in the literacy track. C. Sorensen Irvine also added information related to the Hawai'i Teachers Standards Board (HTSB) and how literacy specialist has become an added field for teachers to add to their current license. Adding a field helps teachers to do more. She explained these were new things by HTSB and relates to how this modification to the certificate was a way to help meet this new opportunity for teachers, alongside a new track that is part of the master's program. The concern of this certificate being changed to meet Department of Education (DOE) requirements was expressed. It's not so much to meet requirements as it is to support the professional knowledge and skills of teachers in the area of literacy for all students.
 - The question of why such a modification was being proposed, rather than two certificates. J. Maeda provided some background information based on email conversations with Dr. Andrea Bartlett, Department and Graduate Chair of Curriculum Studies and co-author of the certificate modification. OVCAA suggested a modification might work for this certificate as the Reading, K-12 certificate is relatively new and the content similarly related enough to possibly fit under one certificate with a modified title. Literacy is a larger umbrella term, of which Reading, K-12 is one area. Each track is designed to help a teacher at a different stage or his/her professional development to improve and/or expand his/her knowledge and skills to work with students or other teachers in or outside of the school.
 - Recommendation made by D. Sanders to send the list of questions/concerns received just prior to the meeting to K. Rao to share with authors of the graduate certificate

modification and to invite them to the next Graduate Council meeting. This may include a revision to their program modification. K. Rao agreed to take her notes and the questions to be discussed further by the co-authors of the modification.

- **Vote to revise and re-submit for next meeting: Approved by majority.**

- *Tropical Medicine Certificate Proposal – New*
 - Feedback from the Program Committee did not include any major questions or concerns in ways similar to the Reading, K-12 certificate modification. Questions did arise relative to this proposal. Areas of questions seem to focus on whether or not incorporating partnerships with local organizations (e.g., Waianae Coast Comprehensive Health Center) and if cultural practitioners and instructors were being considered? Possibly including having more naturopathic methods and talking with native Hawaiians about including more of Hawai‘i into the content? The concern was to better utilize resources in Hawai‘i, as best as possible. Dr. Willie Gosnell, author of the proposal and Dr. Sandra Chang, Graduate Chair of Tropical Medicine were in attendance to answer questions.
 - Dr. Gosnell explained the standards that guided the proposal were those from the national and international levels. Additionally, both he and Dr. Chang were not opposed to the inclusion of more cultural practitioners, but the field is Tropical Medicine in the sense of infectious diseases that affect tropical places and is not limited to places like Hawai‘i or others in the Pacific. Many of the infectious diseases they cover do not occur in Hawai‘i (e.g., Malaria). Their students come from around the world’s tropical areas and actually provide many cultural aspects to the program. Clarification was provided by another guest to the meeting, Dr. Katalin Csiszar who clarified that Tropical Medicine was a different department from Complementary and Alternative Medicine, a department in JABSOM that looks at naturopathic methods of healing.
 - The questions and concerns expressed were meant for Tropical Medicine to consider as appropriate. Aside from that, the Program committee member who had those questions did not disagree with the intent and purpose for the proposal. Motion to approve the certificate in Tropical Medicine proposal was made and seconded. **Vote: Approved by majority with 1 abstention.**

- *MS in Human Development and Family Science ATP- New*
 - Drs. Thao Le, Barbara Yee, and Barbara DeBaryshe were in attendance to answer any questions from the Program committee or Graduate Council members. Much of the comments from the Program committee were in favor of it moving forward. One suggestion was to involve participation, support, and input from the native Hawaiian community.
 - Not much discussion or questions to representatives from the program. A motion was made and seconded for this ATP to move forward to the OVCAA. **Vote: Unanimous.**

Old Business

- *Asian Studies Graduate Certificate- New*

- This certificate proposal was reviewed and discussed at the May meeting. It was voted to be tabled until the first Fall meeting after requested changes were made by the program.
- The program was asked to make several changes that did not seem to be made. The Program committee reported that requested changes were not made and that the proposal would need to be revised before being reviewed again.
- Advanced Degree Institutional Learning Objectives (ILOs)
 - These were developed over a year ago and have undergone review by the Graduate Council and all graduate chairs and programs a few times. In Spring 2015, the ILOs were sent to the Mānoa Assessment Committee (MAC) of the Mānoa Faculty Senate (MFS) for feedback. Their feedback did not substantially change any of the ILOs, but rather, helped to get them closer to being representative of a Hawaiian place of learning. There isn't a course at the graduate level that is required, like there is at the undergraduate level. The intent at the graduate level is to infuse these learning outcomes throughout all of graduate education and a student's academic journey.
 - C. Sorensen Irvine made a motion to approve the ILOs. It was seconded by A. Wertheimer. No discussion.
 - **Vote: Unanimous by members still present at the meeting. A few left early due to class or other commitments.**

Meeting was adjourned at 4:08p.

Next meeting: **October 20, 2015**

Graduate Assembly Meeting: October 22, 2015, KUY 101, 12:00p-1:30p