

**Graduate Council
Meeting Minutes
November 17, 2015
Gilmore 212**

Quorum = 11 members (Current membership = 21)

Present: M. Kataoka-Yahiro, T.Ranker, K.Rao, R. Gazan, G. Arslan, A. Wertheimer, M. Babcock, B. Sipes, B. Shiramizu, B. Kim, J. Rieder, A. McKee, M. Mottl, D. Sanders, W. Zhang (for K. Mossakowski), C. Ho (for C. Sorensen Irvine)

Excused: M.McNally, C. Sorensen Irvine, K. Mossakowski, J. Dial

Absent: L. Wong

Guests: J. Yoshioka, MEdT, C. Chan, NREM, P. Garrod, NREM, T. Miura, NREM, E. Guentner, MATH

Approval of Minutes - October meeting

- No discussion or questions. **Vote: Unanimous.**

Announcements

Next Leadership Matters Session – Representatives from STAR, MIRO, and CMS to present on Thursday, November 19, 2015. Dean Aune invited others in graduate programs with access to CMS, specifically, who work with the Graduate Chair to attend.

Old Business

Annual Graduate Program Report – Review and provide comments/feedback

Presenters: Duncan Hui & Darry Tse, OGE IT

Intranet web site – CMS (<https://cms.grad.hawaii.edu>)

Steps were provided to access CMS for each type of browser Firefox, Internet Explorer, Chrome, and Safari to move past the Security Certificate. CMS is only accessible from campus during normal business hours or via VPN that can be obtained through ITS.

Select Review Annual Graduate Program Reports on navigation menu at left

Programs assigned to be reviewed will be listed. To be done by the Friday, November 20, 2015.

Off-campus access to CMS – ITS offers a VPN service

Complete the form provided – hawaii.edu/its/vpn

Need UH username and password

For Windows – Use SoftEther option

Contact information if there are any questions regarding access to CMS via the VPN

Email: gradweb@hawaii.edu

Phone: 956.4254 or 956.7346

Assignments of programs to be reviewed by each Graduate Council member to be done via CMS.

Due date – ???

Sharing feedback with the graduate programs – a summary of comments will be collected and put into a memo to be sent once all of the reviews are completed.

Rubric for review feedback to be sent with assignments

New Business

Course Committee Summary of UHM-1 Forms: each of the committee members reviewed all UHM-1 forms and was assigned 2-3 to share at the Graduate Council meeting.

ECON 661 – more thorough training in field; international economics – trade and finance. No comments or concerns by committee.

AMST 619 – focus on memory studies, impact on AMST – complements another course. Graduate standing restriction. One question: why not continue as research seminar? Rationale provided support for a separate course.

SOC 718 – good syllabus and information.

OCN 683 – good syllabus and information.

HIST 670 – research seminar.

ANTH 661 – UG counterpart, more detail and info at grad level

CEE 688 – lecture course. Repeatable on form, but determined to be a mistake via email from the CEE Dept. Some conflict between SLOs vs Course outcomes.

PEPS 612 & 612L – lecture course w/ prereqs. SLOs included. Form is marked to be effective in Fall 2016, should be Summer 2016. Clarification provided by B. Sipes that course is projected for Summer 2016, rather than Fall 2016. Change Form to be effective Summer 2016. Same for 612L.

ASAN 600Z – detailed syllabus. Weekly schedule – unclear; reading load for students seemed very high as an assignment in one week. A little confusing in the way it's written, but the list of books seems to be choices from which to choose a required reading. To require all texts on the list would be too much. A lot of reading assignments in a week is not necessarily unusual.

COM 692 – research seminar. Previously offered, but not for a while. Sounded like the program wants to re-instate it. There is another process to do that. Disagreement between justification and syllabus intent. Need to check. Hands-on experience w/ research stated in syllabus, but it's unclear how the instructor would do that. That issue may be addressed internally.

TRMD 651 – vaccine development and administration. Information seems straight forward and clear.

Co-convening courses – 600-level with 400-level course. Why not offer them separately?

Numbers too small as a concern if graduate program is offered alone.

Vote for approval for all listed courses: Unanimous

Program Proposals

Master in Environmental Management (MEM) – new degree and name change. Plan B in current MS in NREM program is being proposed as a new stand-alone degree. One concern was regarding how the program already exists as a Plan B track and the name is included in the current degree title. No other major concerns from the group. One member commented support of the degree and that it is a trend nationally. The MS would be a Plan A only option and the

MEM would become a professional degree option. It's a trend occurring across the mainland and students are finding more professional access to the field.

Vote: Unanimous

MEdT – proposing to add a SPED track. Students in SPED needed a path for licensure at secondary level.

Question about the seminar course not being in a regular classroom environment. The course is a capstone-type of course in the regular program. For the SPED track, this class is tailored to accommodate where students are and located (i.e., part of State-wide option). A question was asked about demand for this track. Per Jon Yoshioka, MEdT Graduate Chair, many questions about SPED certification at the secondary level are received by prospective applicants as well having a combined track. This track becomes a more efficient means for individuals to become highly qualified to teacher students with disabilities and earn a master's degree.

Vote: Unanimous

Math – Revisiting program and exam requirements. The department has hired new faculty in applied mathematics and they need to be included more in the program. The program was also looking to provide more course offerings for students. Question seeking clarification about courses with same title and different number. E.g., MATH 621 and 622 – Topology, to be taken 621 in Fall and 622 in Spring. One needs to be taken before the other, but title doesn't communicate that sequence. E. Guentner stated they are planning to re-visit those courses and to possibly add part 1 and part 2 to the title to distinguish them a little more. A question was asked about the rigor of exams – with fewer to take, is the level of rigor the same? The new exams are longer now and require more knowledge. They're more significant and exams cover information more than before. Increase in breadth and depth with new program; there are exams as well as course requirements in the other areas. For multiple courses with similar changes, Dean Aune suggested a streamlined process via a memo rather than multiple copies of the UHM-2 form.

Vote: Unanimous

Discussion

Follow-up: Two courses concurrently offered at the same time for undergraduates and graduate students. Each group would register for their own respective course. This is a follow-up to discussion at the October meeting on this topic. Dean Aune was asked to ask for the perspective of the Graduate Council. The members were not opposed to it and some would like to offer courses in that way and asked Dean Aune to follow-up with the VCAA see if such courses can be offered that way. Dean Aune will ask the VCAA at a meeting with him.

Meeting was adjourned at 3:40p.

Next meeting: December 8, 2015