Graduate Council
Minutes
January 19, 2016
Gilmore 212

Quorum: 11 (Current membership = 21)

Present: D. Sanders, R. Juarez (for K. Mossakowski), M. Kataoka-Yahiro, K. Rao, C. Sorensen Irvine, D. Rockwood, G. Arslan, M. Park, M. Mottl, J. Dial, A. McKee, K. Aune, J. Maeda

Excused: G. Man, B. Shiramizu, L. Wong, A. Wertheimer, B. Kim, M. Babcock, T. Ranker, B. Sipes

Absent: M. McNally

Welcome new members
- David Rockwood, ARCH (represents ARCH, Shidler, and TIM)
- Mee-Jeong Park, EALL (LLL)
- Glenn Man, ENG for John Rieder, ENG (LLL)
- Ruben Juarez, ECON for Krysia Mossakowski, SOC (CSS)

Approval of December Minutes
- No questions or comments. **<u>Vote: Majority in favor; one abstention</u>**

Announcements
- Spring Leadership Matters Sessions
  - Five sessions scheduled. Sent via MailChimp announcement. Others TBD.
  - Succession planning – next Dept and Graduate chair are invited to attend.
  - Jan 26 – OVCS – Lori Ideta and Christine Quemuel
  - Feb 11 – "How to Win Friends" – R. K. Aune and K. Aune
  - Feb 25 – Title IX, Dee Uwono
  - Mar 3 – AVCAA D. Halbert, SERG Committee
  - Mar 31 – Budget topics B. Chismar
  - VCR session TBD

- Annual Graduate Program Review – Due Friday, January 29, 2016
  - A letter to programs will be sent after reviews have been completed by Graduate Council members and OGE
- 3-Minute Thesis Competition, April 2016
  - Criteria:
    - Good academic standing – masters or doctoral level
    - One slide, no animation max
    - Form II completed and approved
  - Cross disciplinary topics and participation
  - 64 participants
  - Further information is forthcoming for advertisement

- Graduate Assembly Meeting, Tues, April 26, 2016; 2:30-4:00p
- Revisions to Graduate Faculty category and level
  - Background: Three categories and two levels for graduate faculty - regular, cooperating, and affiliate categories and levels of full, and associate. The levels are often confused with faculty rank (full and associate professor). There has also been some confusion with Emeritus faculty and if they could continue to serve or even chair committees of new students. Graduate programs differ in the way they view who should be at the full or associate level. For example, some programs prefer to allow new faculty the time to build their CV and gain experience on committees before they chair one.
  - After a review of a number of other institutions, some of whom use a numerical system, it was decided we would adopt a numerical system. Levels 2 and 3 would correspond to our presently used associate and full level, respectively. To denote graduate faculty who may not chair committees, level 1 would be used.
- Award committee assignments. Further details forthcoming.
  - Peter V. Garrod Distinguished Mentoring Award – Course Committee
  - Frances Davis Excellence in Undergraduate Teaching GA Award – Program Committee
  - UH Foundation Scholarships awarded by OGE – AAA Committee

New Business
- Graduate Faculty appointment actions when informed of an investigation or other related type of situations
  - Program review triggers graduate faculty review. These reviews are done about every five years.
  - Historically, this review process was used to examine whether graduate faculty continue to meet graduate faculty standards. There has always been a possibility to "downgrade" full graduate faculty to associate level status. To our knowledge, removing someone from the graduate faculty has not been undertaken by OGE. It appears that the threat of one's graduate faculty status being changed has been enough. Decision to move forward with a downgrading or removal of graduate faculty status would require a process involving the academic Dean, OGE Dean, and others (i.e., Graduate Council). We will need to determine a process to be used, if and when necessary.
  - Off-cycle reviews or for issues with behavior (e.g., Title IX, faculty member no longer interested in mentoring students), might be another reason for a review of a graduate faculty member's graduate faculty status.
  - Possible outcomes and process:
    - Change in level, from 3 (full) to 2 (associate) or 1 – can only serve as a committee member (not University Representative).
    - Typically, would be initiated by graduate program.
  - GSO Student Bill of Rights document – forthcoming for review by Graduate Council.
- Graduate Faculty appointments for other faculty (without a graduate program)
  - Processes and privileges for regular and cooperating members in a graduate program are important to have. Currently, faculty who work in an academic unit

without a graduate program do not have the same opportunity to request an appointment to the graduate faculty as one in an academic unit with a graduate program. There are not many faculty members in this situation, but we'd like to find a way to help them to be able to serve without the need for an ad-hoc request. One way would be allowing them to become level 1 graduate faculty members under OGE. We would need to look into this further to work it out.

Discussion
- OER – Open Educational Resources
  - Textbook expenses at graduate level? Suitable other sources to be used at graduate level in place of textbooks?
  - Motion adopted at department level in LTEC to seek OER sources, if applicable, before requiring purchase of textbooks. Requiring students to join professional organization for access to many other resources was also promoted by LTEC faculty with their students.
- Career Service needs
  - Wendy Sora, Director, Mānoa Career Services
  - What other opportunities could our students pursue; could Career Services provide more for graduate students? Alternative career pathway opportunities? What to do with a master's and doctoral degrees outside of academia? Issues faced by graduate programs to help students launch their career?
- Recruitment
  - Needs for recruitment?
    - Improved online application process – forthcoming
    - EDUVENTURE survey of graduate students – financial packages, desired program – not really surprising outcomes. Dean Aune to share with Graduate Council members.
      - Used and usefulness tools graph – Useful - web presence and, contact with faculty; important in decision making by prospective students. Web tours for prospective students to learn more about the program, requirements, etc. Best practice to contribute to recruitment.
    - Important to ask programs to re-visit their web presence – it makes a difference.
      - Department and college would need to prioritize and pay for help to do it. Overall structure typically maintained at college level for some. Need to have some way to inform programs of campus resources.
    - Mobile accessibility is also becoming more important for web presence.
- Approval of three new programs – D. Sanders
  - Clarification of the process. Once approved by the Graduate Council, the proposals move to the Mānoa Faculty Senate. For MFS consideration, resolutions need to be drafted. D. Sanders is requesting the resolutions (3) for three proposals approved at the December Graduate Council meeting to be reviewed by the Graduate Council to make sure they're in order and clearly communicate their intent. They're projected to be presented at the next MFS meeting in February.

- New procedures: once proposals are approved by the Graduate Council, the Program Committee Chair drafts the resolution for each proposal that was approved and then shares them with rest of the Graduate Council for review. This review by the Graduate Council would start following the meeting and be completed prior to the next meeting so as to try to make the next agenda of the MFS.

Adjournment – 4:00pm

Next Meeting – February 16, 2016