

Graduate Council Meeting Minutes
January 31, 2017
Webster 113
3:00-4:30p

Quorum: 11 (Current membership = 23)

Representation: A&H, CSS, CNS, LLL, COE, ENGR, CTAHR, ARCH/TIM/SCB, HSHK/SPA, JABSOM Grad Programs, SONDH, GSO, OGE

Present: S. Chang (for B. Shiramizu), C. Sorensen Irvine, K. McQuiston, C. Yano, T. Miura, K. Rao, R. Juarez, K. Braun, C. Bacchilega, M. Kataoka-Yahiro, M. Babcock, H. Park (for D. Rockwood), M. Park, T. Hangelbroek, D. Sanders, K. Barton (for A. Sherwood), J. Purvis, K. Aune, J. Maeda

Absent: R. Babcock, F. Sansone, A. McKee

Excused: B. Shiramizu, K. Oliveira

Welcome

Announcements

- Graduate Assembly, March 21, 2017; 3:00 – 4:30p, Crawford 115
- Awards Review
 - Course Committee to review PVG nominees – D. Sanders, Chair
 - Suggestion made by C. Yano for previous winner to be asked to serve on committee. Request their service one year later. Per Dean Aune, winners are asked to share insights at the New Graduate Student Orientation (NGSO). Recommendation will be taken into consideration for next year.
 - Selection of awardee due to OGE by February 28, 2017 (change to accommodate when list is sent)
 - Program Committee to review Frances Davis nominees – C. Sorensen Irvine, Chair
 - Selection of awardee due to OGE by February 28, 2017 (change to accommodate when list is sent)
 - Advisory Committee to review UH Foundation Scholarships pending end of submission period (last deadline: Feb 17, 2017) – R. Juarez, Chair
 - Selection of awardee deadline to be set once review begins.

Old Business

- December 2016 minutes
 - No questions or edits.
 - **Vote: 15 in Favor, 0 Against, 3 abstentions**
- Mentoring – steering committee

- Individuals who have expressed interest in participating: T. Miura, M. Kataoka-Yahiro, C. Sorensen Irvine, A. McKee. Dean Aune to convene this group to discuss materials already available.
- K. Braun shared a mentoring program from Portland State – *Entering Mentoring*. It's a 12 part mentoring program. The Public Health program will be using parts of it. She invited members from the Mentoring Steering committee to PH's first session when they will provide an overview of the parts they will use – Feb 7, 4:30p-6:00p. It was a federally funded project.
- C. Sorensen Irvine found a UH mentoring handbook online. It was unclear who put it together, but most recent reference was 2009/2010.
- AAA committee - Dean Aune has tasked the AAA committee to recommend procedures and protocol for graduate faculty to be reviewed outside of Program Review. The primary issue for such a review would be reports of neglect and abuse of students by the faculty mentor. Questions have arisen about what we do for such situations? What are our procedures? There is a need for a fair and appropriate process with transparency, to determine whether or not the individual should continue mentoring graduate students. Consequences may include, but may not be limited to moving down in level (e.g., level 3 to level 2) to removal from the graduate faculty.
- Question posed by a member: What is the process to follow if students have a concern?
 - OGE has a process that includes pathways with both informal and formal processes to resolve an issue. Typically, the student should try to resolve the issue directly with their program and then if not, it moves to the Dean's office of that college. However, students may come to OGE at anytime for advice and/or help. Programs may also consult OGE for advice.
 - <https://manoa.hawaii.edu/graduate/content/academic-grievance>

New Business

- KSCM – Kuali Student Curriculum Management System. This system is projected to replace the current paper UHM-1 and UHM-2 course proposal and modification processes with an electronic one. It is currently being used by the other 9 campuses, but is a program still in development by KualiCo. UHM has opted to start more slowly and is presently pilot testing this semester with two colleges: Education and Languages, Linguistics, and Literature. They will be submitting their proposals and modifications through KSCM; no paper forms will be used. All other units will need to still use the paper process.
 - Course committee members will review all submissions via paper and KSCM. The KSCM versions will look a little different, but essentially it is, the same information. PDF versions will be shared with the scanned paper versions for the review process. More information will be provided to the Course committee once proposals are ready for review. The outcome of this term's pilot test will determine next steps for the Fall and whether or not more colleges will be added.

- International Scholarship Proposal
 - MIEC (Mānoa International Education Committee) has convened a smaller group to look into a way to address financial assistance for international students. Many doctoral students are funded, but many more at the master's level are not funded. Initial thoughts by the group were to consider starting with master's students but, it was argued that the scholarships should also include doctoral students. There has been a declining rate of international students coming to UHM at both the undergraduate and graduate levels. There has also been a loss of scholarship opportunities for them.
 - Dean Aune reported that enrollment in general is down and that it's not limited to international students. High non-resident tuition rates are a large contributing factor. UHM tuition for non-residents and international students is among the highest as compared to other flagship institutions.
 - OGE became part of scholarships for international students conversation in December. A section for graduate students has been left in the document drafted by the committee. Questions with regard to scholarships for graduate students would need to address areas such as, what such a scholarship should look like, where would the funds come from and how much would be helpful for graduate students? Amounts of \$2000 or \$5,000 are not helpful if they need to show as much as \$50,000+ to be able to come to UHM.
 - A question was asked why tuition isn't reduced to help these students to attend UH. Such an initiative might also help in recruitment. UHM tuition is already pricing itself out of the market for many students. An example of Chinese students opting to consider schools like Harvard due to our tuition rates was shared. This committee collected data that could be presented to the BOR for consideration to lower tuition. However, per Dean Aune, the committee has opted to pursue offering scholarships rather than reducing tuition rates. They also considered it better to offer scholarships to recruit students; it may be more motivating for students to receive a scholarship to attend UHM. The scholarships would only cover tuition, not cost of living.
 - Per C. Sorensen Irvine, using scholarships from funds currently used to fund other areas is less effective than considering reducing tuition. Taking from one fund to fund another doesn't address the present issue of not having enough funds to go around. A reduction in tuition could raise funds as well as make attending UHM more affordable to more people than it is currently.
 - Comments were also made of the need to help other non-resident students too. Why is the focus only on international students? Additionally, partial scholarships are not very effective. Full scholarships to fewer students are better, but there is not enough to offer. This was a shared perspective by the members. Some programs are able to limit admissions to those they can fund (e.g., ASTR). However, most programs are unable to do that. This initiative is starting with international students since it is

part of MIEC, but OGE is also considering options for other students who could use some type of scholarship support.

- A related issue is that many international students need to take at least 12 credits in first term due to ELI courses. Dean Aune is waiting to see data RE: number of international students having to take 12 credits due to ELI in their first term. These data can be shared. This raises the need for more funds to cover their tuition than only budgeting for 8 credits.
- Revisions to draft guidelines for BA/MA pathway
 - Based on the Program committee's review of the BA/MA pathway for ECON in December, they were also in support of the general guidelines with some questions and recommendations. One recommendation was to use a B grade for key courses to be double counted rather than a B+ as the minimum. Programs may indicate a higher grade if they choose.
 - The committee did have a question RE: transfer student eligibility for such a pathway. Dean Aune asked for a statement or language to help articulate their eligibility for the guidelines. A suggestion was made to indicate that the key courses to be used toward double counting should be taken at UHM (not transferred). A potential issue of concern was if students took a 600 level course elsewhere it may not be considered equivalent to a designated key course here or there may be confusion on whether or not it should count. General consensus from the group seemed to be in favor of requiring the key gateway courses to be taken at UHM.
 - There was also a question RE: students in the pathway taking a Leave of Absence (LOA). Until the students become classified as a graduate student (i.e., undergraduate degree conferred), the process for an LOA would follow the undergraduate process. Even if students were admitted to a graduate program, since they would still be considered an undergraduate, paying undergraduate tuition, they would follow undergraduate LOA process. For graduate students, once classified as such, they would need to be enrolled in at least one semester before being eligible to take an LOA.
 - Since this pathway also involves the undergraduate curriculum, it was recommended that CAPP be consulted. The pathway affects both undergraduate and graduate programs. Graduate Council reviews from the graduate side and CAPP would review from the undergraduate side. Dean Aune to discuss next steps with Wendy Pearson in OVCAA.
 - The members would like to see a revised version before taking action to support it.
- Added item: Support for international students, Muslim students and others from countries included in recent travel ban.
 - What is Graduate Education doing for students who don't know what their situations are, safety for them, outreach for those students? Per C. Sorensen Irvine in an SEC meeting with interim Chancellor Lassner, some incidents on campus have been reported. He also sent an email about not

traveling to the involved countries and where to go on campus for information. This is for all faculty, staff, and students. UH will not release protected information, but UH is not an official sanctuary.

- Per J. Purvis on behalf of GSO, shared that the BOR has reaffirmed a specific commitment to a resolution drafted in 2013, but UH is not considered a sanctuary. GSO is also planning to offer a class for students to know their rights. They're having a GSO meeting this evening about it.
 - Public support matters in this situation. M. Babcock suggested some show of support, maybe a public statement from the Graduate Council and OGE. There was some discussion of how support for faculty, staff and students in this situation could be demonstrated, like a statement in support of activities GSO is pursuing. A member asked who would be offering the course on rights of students? Per J. Purvis it's still in the discussion phase on who might be good for such a course. GSO is presently brainstorming speakers. The HI J-20 group was suggested as a possible source for a speaker. They meet every Sunday and have coordinated teach-ins/teach-outs. A petition went to Lassner about becoming a sanctuary campus. The status of it is unclear. There may be a number of applicants as well as current students who are impacted by this situation. A statement could be used to show support. MFS issued a statement of support for the Day of Resistance.
 - Dean Aune suggested having speakers on this topic may be helpful for the next meeting. Having what is considered key information and related guidance on this issue can be helpful, especially with recruitment efforts occurring soon.
 - A question on how to approach GA offers to applicants from the affected countries. The general consensus was that offers should be provided based on already used criteria. Programs should not do anything different in their admissions or offer of funding procedures because of the situation. A suggestion was made to reaffirm the non-discrimination policy at UH as a public statement. Dean Aune indicated she would locate the language of the actual policy and send something out.
- Added item: New federal IRB regulations and changes at UH; impact on graduate programs?
 - Per C. Sorensen Irvine, there have been changes to requirements for students and faculty that were not shared nor has there been any consultation with regard to how it affects graduate students. Changes have been announced on their web site with no prior notification.
 - There is a new 4 hour face-to-face training requirement for anybody receiving any funds from NSF and NIH (related concern that the requirement might be extended beyond those groups)
 - New 18 page form for exempt applications
 - New requirement for thesis and dissertation applications (where chair already has to submit as PI) that all committee members must sign off on form attached to application along with approved proposal.

- These changes will negatively affect students and their progress. Per K. Rao, the 18 page exempt application is already affecting Plan B students.

Adjournment: 4:31p

DRAFT