Graduate Council Meeting  
September 19, 2017 • 3:00 – 4:30 • Gilmore 212

Minutes

Quorum: 11 (Current membership = 23)


Guest: Andrea Bartlett, CS, Tara O’Neil, CS, Joe Zilliox, CS, Kenny Harsch, SLS  
Christina Higgins, SLS

Absent:

Excused: B. Shiramizu, T. Lewis

Welcome, Introductions

Standing Committee Assignments
- AAA (Administrative-Admissions-Advisory) Committee
  - Edo Biagioni
  - Kathryn Braun
  - Kate McQuiston
  - Tomoaki Miura
  - Mary Jo Noonan
  - Mee-Jeong Park

- Course Committee
  - Roger Babcock
  - Ruben Juarez
  - Rochelle Pi’ilani Ka’aloha
  - Hyoung-June Park
  - Maureen Shannon

- Program Committee
  - Christine Sorensen Irvine (MFS liaison – Chair of Program Committee)
  - Cristina Bacchilega
  - Erik Guentner
  - Katharina Heyer
  - Karen Jolly
  - Bruce Shiramizu

Duties & Responsibilities
Directory of graduate chairs by college was sent to all Graduate Council representatives. Dean Aune requested members to share information from meetings with the constituent college/colleges they represented. If there are two representatives for a college, they should work it out between them how information will be shared.

**Information & Announcements**

- Giving Tree (Achievement Scholarships) are funds for graduate students. All of the graduate programs should have access to their own program’s account.
- Faculty should check their official roster – continuous enrollment is required for graduate students.
- Route memos via dept chair and college/school dean, as appropriate. Memos for Graduate Student Services do not need to be sent to the college/school dean.
  - Include student ID# on memos sent to OGE
  - A memo requesting 699 credits to be used toward 700 must be submitted to OGE (this is not an automatic process)
- Form II must be approved by OGE before students can register for 700 or 800
- Update OGE on any changes to a program’s Graduate faculty list.
- Question – is there a place to store important memos for graduate programs? (E.g., memo from OVCAA on pathway guidelines)

**Important Dates**

- Graduate Chair Matters – 2:00 – 3:30p; Webster 203
  - Session 1 – September 22 – Overview for Graduate Chairs and meet with Graduate Student Services Staff
  - Session 2 – October 12 – Presentation on Academic Grievance Procedures by OGE and Office of Judicial Affairs (Interim Director Leslie Mitchell and Interim Assistant Director Hannah Baldovino)
- Deadline for UHM-1 & 2 forms to OGE is Oct. 15. Follow any internal college/school deadline.
- Graduate Assembly: Thursday, November 30, 3:00 – 4:30p – Webster 203

**Information**

- Future BA/MA Pathways – Contact Krystyna Aune & Wendy Pearson
- Task Forces: Graduate Student Mentoring & Graduate Faculty Responsibilities: Policy & Procedures
  - A call for volunteers was sent to all graduate chairs. Each task force currently has at least 5 members. If anyone is interested, please contact Dean Aune. Each task force will review any existing materials, develop materials and procedures to propose for implementation. Procedures and further information is forthcoming.
Title IX Online Training – Training is offered for faculty/staff and students. Please share this information and encourage faculty/staff and students to participate in the training.
  - Live training for faculty or students may be requested of the Mānoa campus Office of Title IX.
  - Faculty/Staff link: blog.hawaii.edu/titleix/lawroom/employees/
  - Student link: http://www.hawaii.edu/titleix/lawroom/students

Old Business
- Approval of April 25, 2017 Minutes
  - Vote: 7 in favor; 0 opposed; 13 abstentions (2 current members were excused from last meeting and 11 new members)

New Business
- Post-Baccalaureate Certificate in Secondary Education today to MEd/MS Pathway
  - Question from Program committee on how long students in the pathway may take a 699 between completing the PBCSE and continuing with the MEd/MS program? Response by the program was a one year limit. This is similar to the pathway already approved for the PBCSE to MEd in SPED.
  - VOTE: 19 in favor; 0 opposed; 2 abstentions

- Graduate Certificate proposed in Ethnomathematics
  - Questions were sent to the proposer of this GCERT for a response.
    - Please see attached document for the response.
    - There was some discussion on courses being shared between the MEd program, the tracks under the MEd and GCERTs, including this proposed GCERT. Questions and situations were discussed relative to what happens if an MEd student takes a required course that is shared by different tracks and GCERTs and then applies to this GCERT in Ethnomathematics. Would they need to re-take the course since it is also required for the GCERT? Representatives from the program, Joe Zilliox and Andrea Bartlett (for Patricia Halagao, Chair of EDCS) responded that the course is repeatable and such a student would need to repeat the course. Additionally, students enroll by cohorts and that it is rare that there are students not involved with a cohort in classes.
  - VOTE: 19 in favor; 0 opposed; 1 abstention

- Second Language Studies BA/MA Pathway
  - C. Sorensen Irvine suggested having the pathway guidelines to use in the review of program modifications that involve a BA/MA pathway. It may also be helpful to have pathway requirements specified that programs must address when submitting a proposal for a pathway program modification.
Questions were sent to the program for clarification. Kenny Harsch and Christina Higgins, representatives from the program were in attendance at the meeting and responded to the questions.

- One question sought clarification on the proposal mentioning 33 upper division credits required by the SLS program, when 45 upper division credits are required by UHM policy. K. Harsch responded that the BA in SLS credit requirements to be part of the BA/MA pathway are the same requirements currently approved. Their program sheet addresses the 45 cr upper division requirement.

- A second question asked if the program had considered students who decided later in their program to pursue the pathway. With the sample program that was included, a student’s decision to pursue the pathway had to be made in their first year. K. Harsch responded they had decided to only include one sample plan and chose to include one for the ambitious student. Summer courses would need to be taken and the degree would potentially be completed in 3.5 years. MA is 36 cr. Space is available in the Junior year with no summers if students decide later to pursue the pathway.
  - A related question, has the program thought through students who do not want to take any summer courses? K. Harsch responded that AP credits or other advanced credits can help students to opt out of summer courses. Potentially, their taking 18-19 cr per term is another option. Summer coursework cannot be required of students, but it is an option to help students get ahead.

- Students who don’t complete the undergraduate degree in the four years may still double-count the designated 9 credits toward both degrees.

- There weren’t a set number of SLS courses for a pathway student to take before they can apply. The committee asked for clarification. K. Harsch and C. Higgins responded the program decided to not have any courses required before applying. Of the two potential courses that could be used, a student may do well (B or better) in one but not in the other, which precludes them from applying. There is a current graduate student who fit that example, but is currently in MA program now and doing well.

Recommendation by the committee: Requests SLS to review the current pathway guidelines and use it to check that their program modification for a pathway includes required elements. A list of the two or three 600 level courses and 400-level course, if appropriate, that would be double counted is needed. OGE to work with the program to address the guidelines and ensure appropriateness before forwarding to OVCAA.

VOTE: 18 in favor; 0 opposed; 3 Abstentions
• BA/MA Pathway – Use of a Seminar course to be double-counted?
  o The initial guidelines include seminars as courses to not be considered when courses are double-counted for a BA and MA. Currently, seminars, internships, practicums, and ~99 courses are excluded from being double-counted. A question about whether or not seminar courses really fit into that category to be excluded was raised. There was a robust discussion of this issue. A seminar course is used in a variety of ways. For some programs, most of their courses operate like a seminar as opposed to a lecture, for others it’s graded pass/fail, and for others, the program would not count their seminar as a possible course to be double-counted. Some seminar courses are fundamental in content and provide the basis for other courses in the degree program. Those typically are graded A-F. No consensus on a specific type of seminar could be agreed upon in order to limit them from being included as a possible double-counted course. A couple of GC members suggested leaving seminar in the restriction and having the program submitting an exception request to justify having it be double-counted. The suggestion that seemed most agreeable to the group was to have the program proposing the pathway make the determination for seminar courses and whether to include any.
  o Recommendation: Remove seminar language from the guidelines and allow the program to decide. This can be revisited if a problem arises. Programs make the decision to offer a pathway and should also consider quality as well as what is in the best interest of students. It’s already difficult to fit everything in, but as long as programs keep quality and program integrity in mind and balance that with fit for students, it can work.
  o **VOTE: 20 in favor; 1 opposed; 0 abstentions**

Adjourned: 4:20p

Next Meeting: October 17, 2017 in GILMORE 212