Graduate Council Meeting
February 20, 2018 • 10:00 – 11:30 • Gilmore 212

Minutes

Attendance:
Quorum: 11 (Current membership = 23)

<table>
<thead>
<tr>
<th>Name of Member</th>
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<tbody>
<tr>
<td>R. Babcock, ENGR</td>
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<td>M. Godinet, MBTSSW</td>
<td>X</td>
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<tr>
<td>J. Lemus, SOEST</td>
<td>X</td>
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<td>T. Miura, CTAHR</td>
<td>X</td>
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<td>M. Shannon, SONDH</td>
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<td>B. Shiramizu, JABSOM</td>
<td>EXC</td>
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<td>R. Ka’aloa, HSHK &amp; SPAS</td>
<td>X</td>
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<tr>
<td>H. Park, ARCH, TIM, &amp; SCB</td>
<td>EXC</td>
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<tr>
<td>C. Bacchilega, LLL</td>
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<td>M. Park, LLL</td>
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<td>K. Heyer, CSS</td>
<td>EXC</td>
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<td>R. Juarez, CSS</td>
<td>EXC</td>
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Alternate(s):

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<tr>
<td>Sandra Chang for B. Shiramizu</td>
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<td>Katerina Sherstyuk for R. Juarez</td>
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Guests:

Welcome & Introductions

Announcements

- Committee assignments:
  - Frances Davis award (Program) – 37 nominations in review
  - Peter V. Garrod award (Course) – 14 nominations in review
  - UH Foundation Scholarships awarded by OGE – pending review
  - Graduate Assembly – TBD

Old Business

- Approval of January 16th Meeting Minutes
  - **Vote: Unanimous in Favor**

- Minimum Grade C-
From the last Graduate Council meeting, a request for data on the number of graduate students receiving a C- was made. Data shared by Dean Aune reported that only a small number of graduate students (masters and doctoral students) received a C- in a variety of courses over the last three semesters. Courses with students receiving a C- ranged from upper division undergraduate courses (300-400) to 600-level courses and higher. The motion was to increase the minimum grade required for a course to count toward a graduate degree would be C.

**Vote: 18 in Favor; 0 Opposed; 1 abstention**

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**New Business**

- Report from AAA Committee
  - Graduate Academic Grievance Process
    - The current formal process includes four steps: 1) File with Graduate Chair; 2) Appeal with Dean of academic unit; 3) Appeal with Graduate Dean; 4) Appeal with Graduate Academic Grievance Committee (GAGC).
    - The committee is to be comprised of three members from the Graduate Council, three graduate students, and chaired by the Graduate Dean. An even number committee is an issue. If there is a tied vote, the Graduate Dean is to be the tie-breaker. This is a problem since the Graduate Dean has already reviewed and rendered a decision in the previous step.
    - This process has only been used once in last four years.
    - The AAA committee proposes to combine steps 3 and 4 into one step. The GAGC would be convened and if the vote is tied, the Graduate Dean would be tie-breaker.
    - There was discussion relative to involvement of the Associate Dean of OGE prior to the GAGC as well as issues and concerns over the length of time for the process to run its course. With no business occurring over the summer, it could be a prolonged process for students. Additionally, students approach OGE for assistance/advisement informally throughout the process, typically at steps 1 and 2 as well as a concern that the Graduate Dean only votes in the proposed format if there is a tie in the GAGC. Members generally agreed the Graduate Dean should have a vote in the decision. The number of GAGC members at 6 could be a challenge. However, comments from Graduate Council members suggested that an odd number of students would be helpful in case of a disagreement between two members.
Members also expressed the importance of having input from graduate students into this process. No representatives from GSO were present at this meeting. Dean Aune reported she would share this discussion and proposal with the GSO representatives to Graduate Council for their input.

- Minor for PhD Programs
  - The AAA committee was also asked to look into minors for PhD programs. Members of the AAA committee felt a minor could be applicable to both masters and doctoral students. They looked into the model used at the University of Arizona. Guidelines for the U of A model was available online as opposed to other institutions that also stated they offered a minor for graduate students. In the U of A model, they require it for their doctoral students and it is included in their dissertation.
  - The AAA committee proposed guidelines for a minor to be, at minimum, 9 cr of coursework that could be obtained from a different concentration in one’s own graduate program or from a different graduate program. There would need to be one designated point of contact and a straightforward application process. Whether or not the minor is reflected in the thesis or dissertation would be left to student and advisor. The committee didn’t think it necessary to require it be part of the thesis or dissertation.
  - There was robust discussion on this topic as to its role and usefulness, especially to doctoral programs. In particular, for doctoral programs in the sciences, one is judged by their dissertation rather than their degree. For interdisciplinary programs, a minor wouldn’t necessarily fit well, especially if the purpose is to diversify one’s degree. For other programs, they already offer major areas and minor areas. The general perspective was that while it may not fit as well for doctoral programs, it may be something for master’s programs to consider. However, a concern is that an additional 9 cr may lengthen a student’s progress toward their degree.
  - There was also discussion on how a minor differs from Graduate Certificates that already exist at UHM. These already include a minimum of 15 cr of coursework that may be counted toward one’s graduate degree. Dean Aune shared there is a trend for micro-credentials across the country.
  - There was a request for the AAA committee to see what other institutions offer a minor and if there is any additional information that can be provided. This was also another topic that would be helpful to get input from graduate students.
Dean Aune suggested she could share this discussion and proposal with the GSO representatives to the Graduate Council for their thoughts. A survey of graduate chairs may also help to determine how many graduate programs at UHM would consider offering a minor and if they would allow their students to pursue a minor in another program.

- **Course Proposals**
  - NREM 610
    - Clarification requested for course proposals
    - **Vote: 18 in Favor; 0 Opposed; 1 abstention**
  - TPSS 656/ARCH 656 (postponed from 12.12.17 meeting)
    - Title – Course title and Banner title are different. ‘Place’ used in Banner title, but not in full course title. OGE will work with department to ensure full course title and the Banner title match more closely.
    - Typo in time for lecture 10:00 – 10:50 (10:00 – 9:50)
    - **VOTE: 17 in Favor; 0 Opposed; 2 abstentions**

**Discussion Items**
- Graduate Major Maps: [http://careers.queensu.ca/gradmaps](http://careers.queensu.ca/gradmaps) (presented by Education Advisory Board - EAB)
  - These are information pages that provide students with a variety of reasons for choosing a graduate program, the institution, and career opportunities, among many other types of information. This type of information, shared in this way, is considered a best practice and recommended by EAB.
  - Graduate Council members saw this as a way to give a voice to graduate education. The information can help to bridge reasons for the degree and promote its utility more clearly to prospective and current students. It is also more tangible and meaningful way to make information helpful to students to make connections between the degree and their future.
  - A suggestion was made for a template to be designed and shared with programs to start this process.
  - EAB also shared information relative to promoting student success and international student links. Dean Aune indicated she would share this information with the Graduate Council members.

Adjourned: 11:23a

**Next Meeting: March 20, 2018, Gilmore 212**