Minutes

Attendance:
Quorum: 11 (Current membership = 23)

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<thead>
<tr>
<th>Name of Member</th>
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<tr>
<td>R. Babcock, ENGR</td>
<td>K. Jolly, A&amp;H</td>
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<td>M. Godinet, MBTSSW</td>
<td>K. McQuiston, A&amp;H</td>
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<td>J. Lemus, SOEST</td>
<td>E. Biagioni, CNS</td>
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<td>T. Miura, CTAHR</td>
<td>E. Guentner, CNS</td>
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<td>M. Shannon, SONDH</td>
<td>M. Maaka, COE</td>
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<td>B. Shiramizu, JABSOM</td>
<td>C. Sorenson Irvine, COE, MFS</td>
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<td>R. Ka’aloe, HSHK &amp; SPAS</td>
<td>B. Powell, MFS</td>
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<td>H. Park, ARCH, TIM, &amp; SCB</td>
<td>P. (Trish) Tupou, GSO</td>
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<td>C. Bacchilega, LLL</td>
<td>T. Lewis, GSO</td>
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<td>M. Park, LLL</td>
<td>K. Aune, OGE</td>
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<td>K. Heyer, CSS</td>
<td>J. Maeda, OGE</td>
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<td>R. Juarez, CSS</td>
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Alternate(s):

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<td>Sandra Chang for B. Shiramizu</td>
<td>Michael Guidry for B. Powell</td>
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<td>Andrea Bartlett for M. Maaka</td>
<td>Lawrence Paxton for K. McQuiston</td>
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Guests: Junwook Chi, TIM

Welcome & Introductions

Announcements/Information
- Meetings for the Fall 2018 semester – same day/time? Alternate days/times?
  - K. Jolly – sabbatical AY 18-19; trying to identify an alternate
  - Dean Aune to request a Doodle poll to determine meeting day/time
- Town Hall Meeting with iChancellor – Monday, April 23, 2018
- Graduate Assembly (held Tuesday, April 10)
  - Presentation to be posted on Graduate Division web site.
  - Link: https://manoa.hawaii.edu/graduate/content/graduate-assembly

Old Business
- Approval of March 20th Meeting Minutes
  - Correction to wording section under Re-organization
  - Vote: 16 in Favor; 0 Opposed; 1 Abstention
- Proposed tuition model shared by C. Sorensen Irvine after checking with K. Cutshaw - 70% of net tuition to go to graduate programs. Criterion to be used is number of majors. For undergraduates, criteria include SSH, enrollment, and degrees. For graduate students, funding
proposed to only be based on majors in the program. New tuition model proposed to be implemented AY 18-19. There was some discussion by the members that such a model is unfair to not include SSH as it disadvantages graduate programs whose courses help graduate students outside of their programs. The example provided were the language courses in LLL.

- Minor for Masters and/or PhD Programs
  - Survey results from Graduate chairs
  - Most who responded to the survey voted favorably in favor or voted maybe RE: offering a minor to graduate students. GSO is generally supportive, and that a minor may make more sense for master’s students rather than doctoral students.
    - T. Tupou asked about the differences between a GCERT (Graduate Certificate) and a minor and which might be more favorable on a transcript for admission to a doctoral program. The members discussed the differences between the two with the main difference being a GCERT is a stand-alone program. Students may pursue a GCERT without also being enrolled in a degree program. For a minor, a student must also be enrolled in a degree program to earn the minor.
    - The focus of a GCERT and as a stand-alone program may be more advantageous than a minor. Additionally, if a professional already has a master’s degree the GCERT allows further education and to a degree, certification in another concentrated area of study.
      - Graduate Division currently offers 33 GCERTs. About 23 graduate degree programs offer at least one GCERT with the rest being a GCERT administered in a department or unit without a graduate degree program (e.g., Women’s Studies, Center on Disability Studies, etc).
      - With a minor, if a student decides to stop pursuit of the degree, the minor, even if completed cannot be earned without the degree.
      - If the student is a GA, their tuition exemption would cover credits toward a minor.
      - Pursuit of a minor may help students in their job prospects, especially if it shows cross-disciplinary knowledge. However, any concentrated group of courses or even select courses that an employer may be looking for allows a student to be marketable. A minor may not be necessary for such marketability.
      - There was some discussion on the importance of separating credits and distinguishing more clearly between a GCERT and a minor. For instance, GCERTs are at minimum, 15 credits. Survey results suggested several in favor of a 9-12 credit minor.

New Business
- Travel Industry Management – Bachelor’s and Master’s Combined Degree Pathway
  - No concerns from Program Committee. Motion to recommend approval.
  - **Vote: Unanimous in favor**

- Course Proposals
  - Overall, the Course Committee recommended approval for the courses, unless noted otherwise. Of the course proposal submitted, DNCE 694 has been tabled to the next meeting as more information and discussion with another unit was recommended. The Course committee suggests submitted syllabi include resources such as, KOKUA, and Title IX to be included. For some courses, as noted below, further clarification is requested for information and does not delay approval. Motion to approve all course proposals except for DNCE 694.
- **Vote:** *Vote: 17 in Favor; 0 Opposed; 1 Abstention*

  - **AMST 634**
    - Request SLOs to be included in the syllabus.
  
  - **ANTH 659**
    - No prerequisites designated for the course. A working knowledge of evolutionary and natural history is what is included as needed, but no prerequisite courses or requirements were identified. Ask the program to clarify.

  - **CMB 652**

  - **DNCE 658, 694**
    - DNCE 658 – Several schedule types selected. Request adding to justification document the reason for the schedule types selected. Course description reads like a course and not like a field experience or practicum, yet those schedule types were included.
    
    - DNCE 694 – Recommending more information and discussion. Justification document suggests the content does not overlap with a course in Learning Design and Technology (LITEC), but readings presented in the syllabus are general and also included in LTEC courses. There didn’t appear to be any content specific to Dance or to more clearly distinguish this course from and how this it’s different from one in LTEC. The Committee recommends discussion between DNCE and LTEC about this proposed course. Content to be covered is currently covered in an LTEC course. There needs to be more information that is specific to DNCE to justify this course. Recommended this course to be tabled to May mtg.

  - **GEOG 633**

  - **ME 624**

    - Question regarding auditions and whether it should be mentioned as a prerequisite. L. Paxton reported all students taking such a course needs to audition to receive a CRN number. Their system requires input of audition results to allow registration.

  - **NURS 642**

  - **PACE 621**

  - **PH 775**
    - One of the current courses similar to this one, EDCS 761 includes help with proposal writing. The justification document does not include that this course helps with proposal writing. EDCS 761 covers similar stages for dissertation writing as the one being proposed. Initial drafts are also covered. The new course has merit for the program in which it is to be used, as it would for any other program with a similar course. There weren’t any questions or comments disagreeing with the intent of this new course. The comments and suggestions were more to strengthen and add to the content to be covered.

    - Recommendations: a correction to justification document to clarify EDCS includes proposal writing, include more of the activities to be done through the course, include specific readings, and consider talking with Ann Freese, Emerita Faculty in EDCS. She has taught the EDCS 761 course with much success for several terms.

  - **QHS 675, 676**

  - **SPED 678 – 2 cr over 5 terms; 3 cr over 3 terms. Repeatability – Necessary to meet field hours that are earned through the course - 750 to 1000 hours. Grading is based on**
satisfactory completion of requisite hours during each semester and participation in individual and seminar supervision sessions (per syllabus).

- THEA 696(Alpha), 696B, C
  - Summer session – 9 cr. – ?
  - Cross-list w/ DNCE – number is incorrect. Changed to 696 per THEA Graduate Chair.

- Informal writing groups to help support doctoral students with dissertation writing.
  - Dean Aune asked if there may be interest in such an informal group open to all doctoral student to attend and participate. Members expressed favorable interest in such a group to also support students in the dissertation writing process.

**Discussion Items/News**

- GSO Elections – Incoming President will be Jonathan Valdez, AMST. Other officers have also been elected for the upcoming AY 18-19.

- Graduate Education Appreciation Day – Spring 2019? – To celebrate graduate students and research at UHM. This is an idea put forward by Taylor Lewis, current GSO President. Presentations or poster sessions at the Legislature by graduate students was suggested as one idea. UH Day at the Legislature would be a good place to start. Including video of 3 Minute Thesis winners could also be available to share.

- Poster session related to the Grad Fair to showcase research being done by students. An opportunity to show graduate student research at the graduate school fairs on campus may be another way to help with recruitment and have prospective undergraduates talk with current graduate students about the program and research opportunities.

- School of Architecture recently completed their accreditation visit from NAAB last week. It was reported as a successful visit.

- SEC of MFS is in receipt of three MS proposals from Shidler College of Business (SCB). The SEC is questioning why new degree proposals for graduate programs from SCB are not reviewed by the Graduate Council? Dean Aune shared that while the PhD in Business Administration still remains with Graduate Division, the master’s programs under SCB have officially been separated from administration by Graduate Division in the year prior to her hire at Graduate Division. There have been issues with data and information sharing with external organizations due to this unusual arrangement as a result. She has tried to initiate discussions to have the master’s programs to return to be administered by the Graduate Division, but has been unsuccessful. C. Sorensen Irvine indicated that this situation should not have occurred and that maybe SEC can help to start discussions with the SCB for their master’s programs return to Graduate Division.

Adjourned: 11:30 am

**Last Meeting: Tuesday, May 8, 2018, Gilmore 212**