Graduate Council Meeting  
October 16, 2018 ● 10:00 – 11:30 ● Gilmore 212

Minutes

Attendance:
Quorum: 11 (Current membership = 23)

<table>
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<tr>
<th>Name of Member</th>
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<tr>
<td>R. Babcock, ENGR</td>
<td>N. Stalker for K. Jolly, A&amp;H</td>
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<td>K. Braun, MBTSSSW</td>
<td>K. McQuiston, A&amp;H</td>
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<td>J. Lemus, SOEST</td>
<td>E. Biagioni, CNS</td>
<td>X</td>
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<td>R. Jha 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>S. Chang, JABSOM</td>
<td>C. Sorenson Irvine, COE</td>
<td>EXC</td>
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<td>R. Ka’aloa, 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>
<td>X</td>
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<td>A Berez-Kroeker for C. Bacchilega, LLL</td>
<td>J. Valdez, GSO</td>
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<td>M. Park, LLL</td>
<td>K. Aune, GD</td>
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<td>K. Heyer, CSS</td>
<td>J. Maeda, GD</td>
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<td>R. Juarez, CSS</td>
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Alternate(s)

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<td>C. Ho for C. Sorensen Irvine, COE</td>
<td>K. Csiszar for S. Chang, JABSOM</td>
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<td>T. Yan for R. Babcock, ENGR</td>
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Welcome & Introductions

- Duties and Responsibilities to Colleges/Schools & for Committees
  - Please embrace your role as GC representative
  - Representation is not just your dept/graduate program
  - Share information from meetings with your constituents (see directory)
  - Seek topics for discussion from your constituents and share with Graduate Dean for meeting agendas
  - Seek a substitute when unable to attend a meeting
- Overview of Graduate Council (from web site)
- Standing Committees - Admin Admissions Advisory, Course, Program; Composition of Committees (listed)
- Directory

Announcements/Updates

- ProQuest – online thesis and dissertation submission
  - No more CD submissions as of Fall 2018
- WRGP Western Regional Graduate Program
  - Similar to undergraduate WUE, except it allows for resident tuition for students from eligible states and programs
  - Distinctiveness criterion eliminated as a requirement
  - Opened to all tracks in previously approved niche programs and small programs on System list
- GPA of 3.5 still required
- To be revisited
- Tuition to be revisited for non-residents at graduate level
- Graduate enrollment up 3%; previous years’ percentage has been down
- Graduate Division Open House 10/17/18; 9:00 - 11:00a
- Bachelor’s/Master’s (BAM) Pathways
  - [https://manoa.hawaii.edu/graduate/content/combined-pathway-guidelines-bachelors-and-masters-degrees](https://manoa.hawaii.edu/graduate/content/combined-pathway-guidelines-bachelors-and-masters-degrees)
  - Internal requirement strategy as well as for high school students to consider pursuing a master’s degree at UHM
- Dean Aune recruitment trip to Taiwan
  - Participated with others from UHM and other Hawaii institutions. The majority of the students who participated in recruitment fairs were interested in graduate programs.
- Grad Maps
  - Need to re-send the template to all programs and request conversations within programs. The first template was shared with all Graduate chairs last year. Public Health and English are in process to have finished versions soon. These will become available via the Graduate Division web site and programs may use it as they see fit for recruitment and promotion of their programs.
  - This was a best practice promoted by EAB. Queen’s University in Canada was the example shared by EAB.
  - Graduate chairs are asked to work on this with their colleagues on a voluntary basis to put one together for their program.
  - This is intended to be a quick resource for prospective students that is web-based and with a printable PDF option.

Old Business
- Approval of May 8th Meeting Minutes
  - No discussion.
  - Motion made for vote in favor of approving the minutes.
  - **Vote: 14 in Favor; 0 Opposed; 4 Abstentions**

- GGC: Graduate Grievance Committee Process
  - Currently called Graduate Academic Grievance Committee. In 4.5 years, it’s only been used one time. Dean of Graduate Division makes a decision at the third step. If it’s appealed, the next step is an even numbered committee comprised of faculty and students. After their decision, if there is another appeal, the last step is back to the Dean of Graduate Division for a decision.
  - Graduate Council AAA committee discussed this last year and proposed a revision to this process. The proposal was to combine steps three and four and to have the committee make a recommendation to the Dean of Graduate Division for a decision.
  - Annually, it’s very rare for a formal grievance via the Graduate Division to be filed. Most students are very concerned for their safety and progress in the program and prefer to just make Graduate Division aware, or to try to informally resolve the situation. There are also some who just want to know their options, but do not want to do anything.
  - There was a question and related discussion on the types of grievances addressed by Graduate Division. Issues related to Title IX are handled by the Title IX process, any issues regarding grades are handled by Judicial Affairs, but all other issues may be or have been addressed by Graduate Division. Students can always contact Graduate Division for help if they’re unsure where to go or who to talk to about a concern/issue.
A flowchart may be helpful for a student to determine next steps.
The majority of the members seemed to be in favor of the proposed changes to the process.
GSO representative T. Tupou to share at next GSO meeting and will report back at the next Graduate Council meeting.

New Business

- Recruitment and Enrollment support for graduate education
  - Dean Aune reported that the systematic decline has slowed. Time to degree has been stable. 3+2 and internal pathways have been promoted and the need to have a strong web presence is gaining traction.
  - R. Jha shared a concern that they have been seeing many more mainland and international students than local students (ANSC program). He also expressed a concern with application fee especially for international students from developing countries. Is there a way to address their not being able to pay the application fee or to pay it later? J. Lemus shared there is a tiered rate for applications, using UN designations, is what is used in other institutions.
  - Dean Aune reported that the application fee is an important income source for Graduate Division and that programs may cover the fee for well qualified applicants. There are a few programs that do this now. There were questions asked RE: if research funds may be used to cover the application fee? To have another party cover the application fee, a paper application would need to be used since payment is required before an online application can be submitted.
- Another issue that was raised was the lack of permanent APT positions on campus. None are available on campus. Dean Aune indicated she would try to find out more and would advocate for these positions whenever possible.

- Retention Issue
  - K. McQuiston raised an issue affecting MUS students. They can’t register until after they have taken an entrance exam and this is affecting their ability to get a parking permit. The exam is required for accreditation and dictates courses for their program of study.
  - B. Powell shared that parking is an issue for students in general; there aren’t enough spaces. Most of the spaces are taken by faculty and staff.

Adjourned: 11:26a

Next Meeting: November 20, 2018