Graduate Council Meeting
January 29, 2019 • 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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<tr>
<td>R. Babcock, ENGR</td>
<td>x N. Stalker for K. Jolly, A&amp;H</td>
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<td>C. Browne, MBTSSW</td>
<td>x K. McQuiston, A&amp;H</td>
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<td>C. Karamperidou (J. Lemus), SOEST</td>
<td>EXC E. Biagioni, CNS</td>
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<td>R. Jha CTAHR</td>
<td>EXC E. Guentner, CNS</td>
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<td>A. Tse, (M. Shannon), SONDH</td>
<td>x M. Maaka, COE</td>
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<td>S. Chang, JABSOM</td>
<td>EXC C. Sorensen Irvine, COE</td>
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<td>R. Ka’aloe, HSHK &amp; SPAS</td>
<td>x B. Powell, MFS</td>
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<td>Q. Liu, ARCH, TIM, &amp; SCB</td>
<td>x C. Stephenson, MFS</td>
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<td>C. Bacchilega, LLL</td>
<td>x P. (Trish) Tupou, GSO</td>
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<td>A Berez-Kroeker, (M. Park), LLL</td>
<td>? GSO?</td>
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<td>K. Heyer, CSS</td>
<td>x K. Aune, GD</td>
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<td>R. Juarez, CSS</td>
<td>x J. Maeda, GD</td>
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Alternate(s)

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<td>K. Csiszar for S. Chang</td>
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Guests: M. Kobayashi, ME, Yi Zuo, ME

Announcements/Updates

- Grad Chair Matters Sessions
  - January 31, 2019 Session 1 with Graduate Division; 2:00p - 3:30p in QLC 412
    - Shared news of Kristen Connors, new staff member at Graduate Division. Coordinates fellowships, scholarships and professional development for graduate students.
  - February 28, 2019 Session 2 on “Title IX: Sex Discrimination and Gender Violence in Higher Education”

- 3 Minute Thesis Competition - April 27, 2019; 2:00p - 5:00p at Business Administration
- Graduate Assembly: April 10, 2019, 11:30a – 1:00p, KUY 101
- Committee assignments – Peter V. Garrod Mentoring Award (Course), Frances Davis Graduate TA Award (Program), and STAR UHF Scholarships (AAA)

Old Business

- Approval of December minutes
  - Motion to Approve. Vote: 10 in Favor; 0 Opposed; 4 Abstentions

New Business

- BAM pathway Mechanical Engineering
  - Total 147 credits with both degrees combined. There was a question about quality and any ABET accreditation implications?
• Per M. Kobayashi, accreditation is important. This pathway would not affect their accreditation. It would add to the program. Three technical electives with several options to fulfill them are taken. The technical electives tend to be 400-level courses, but 600-level course may be taken with approval by the chair. The pathway would consist of two 600-level courses that would cover technical electives. One course from each of the tracks offer is being proposed by ME. It’s intended to offer a broad spectrum to students in the pathway.

  o There was a question for clarification related to admissions and when students would apply. Also, related to GPA, would a pathway student be removed if they fall below 3.0 after admission? Applications would be submitted in the fifth semester with admission to the MS program would be in the seventh term (first term of Senior year). The proposal includes language to have the GPA maintained from admission to the graduate program through to finishing the degree.
    • M. Kobayashi acknowledged this was a good question and ME was in favor of removing students if they did not maintain a 3.0 GPA from admission to graduation of the BS degree. He indicated this is something he and Y. Zuo would discuss further.

  o Another question related to Plan A - Thesis research while Plan B - included a research paper and an exam. Why does the Plan B pathway require more?
    • Per both Y. Zuo and M. Kobayashi, the depth and extent of the projects are different. Plan B provides students a chance to do a smaller research project; some experience with research. It’s a traditional practice in ME to have Plan B in this way. ME 695 is considered the capstone course.

  o In the 5 year academic plan, ME lists 600+ courses. B. Powell suggested a list of courses to be included that could be taken for each track since there are three tracks at the graduate level. Despite three tracks, each track does not have specified courses in the academic plan.
    • Per Y. Zuo, due to a smaller faculty in the last several years, students were encouraged to take courses from other departments. With recent growth in their faculty, the department can now look into offering more specific courses per track.

  o The first term of the senior year includes a load of 17 credits. It’s relatively high and might that hurt students?
    • M. Kobayashi stated that the courses in that term were selected based on the content of the courses. It would still allow students for whom this pathway is appropriate for this pathway to do well. The pathway is not meant for all students. In some fields, students take above the requisite 15 credits and 17 is not unusual.

 o Motion to approve. Vote: Unanimous in Favor; 0 Opposed; 0 Abstention.

• BAM pathway Civil Engineering
  o Their pathway, per R. Babcock is similar to ME in process. The CE Plan B is run similar to Plan A, but is a smaller research project and it’s part of the assessment of the program. The exam at the end is an oral exam, not written.

  o There was a question about CEE 490 - is it a course?
    • Per R. Babcock, it’s a capstone design course. It’s a spring only course with about 70 students this term.

  o There were three track mentioned in the proposal: General, Structures, Sustainability and Innovation to be covered in the BAM proposal. Could more information be provided to clarify mention of sub-disciplines and tracks in the proposal?
• Per R. Babcock, the tracks address different sub-disciplines. Each of the tracks doesn’t exclude any CEE sub-disciplines.
  o Any implications for ABET?
    • Per R. Babcock, no. The pathway still meets all of the requirements. He also clarified that CE is only proposing to have six credits to be double-counted, rather than nine. It was the easiest way to move forward which was to remove one technical elective. Depending on area of emphasis at the master’s level, the pathway student would choose the course to be double counted. At the Master’s level, students choose one area as an emphasis; CE does not have tracks at the Master’s level. There was a question as to what happens if students choose a double counted course that does not fit with their Master’s level focus? R. Babcock indicated this would not be likely. The choices being made for the pathway are important since it will define work at the Master’s level in CE. If programs have tracks at the graduate level, the courses to be double counted may directly affect requirements for the degree. Advising is an important part of the pathway programs.
  o There was a similar question regarding the fifth year of the academic plan where program requirements seem open. Courses were listed as 600+. There wasn’t a prescribed program of study for each track.
    • Per R. Babcock, there aren’t tracks at the Master’s level. The courses in the academic plan should be CEE courses except where noted. The one’s missing CEE are in error. Elective courses may come from other departments.
  o Motion to approve. Vote: Unanimous in Favor; 0 Opposed; 0 Abstention.

• Graduate Grievance Committee: Utilize revised procedure for the GA grievance process? With the procedures for both the general graduate student grievance process and GA processes being very similar, Dean Aune proposed to use the same Graduate Grievance Committee for the GA Grievance process as was approved for the general grievance process. Links to both processes were provided.
  o T. Tupou to request feedback from GSO for next meeting.
  o Links:
    ▪ https://manoa.hawaii.edu/graduate/content/formal-grievance
    ▪ https://manoa.hawaii.edu/graduate/content/ga-grievance

• Update from the AAA committee
  o Academic Probation - Currently, there is a 7 year rule. If students do not graduate by the end of 7 years, they’re automatically placed on probation. It is also noted on the transcript, for some students. (i.e., depends on when students matriculated and the change in policy). The following questions were posed by the committee:
    ▪ Are there any minutes or records of the changes and why the rule changed?
    ▪ Why does the probation notation remain if the program and UH approve the student to graduate?
    ▪ Recommendations:
      ▪ Remove probation notation from transcript if students graduate, but should the notation be left on the transcript if they do not graduate?
      ▪ Allotted time to degree at other institutions was reviewed. Peer and benchmark survey included a 7-10 year range with 6-7 for master’s and 8-10 for doctoral programs. The committee recommended separating time to degree for master’s and doctoral students. They further recommend leaving it at 7 years for master’s
students, but extending it to 10 years for doctoral students. Align probation notation with the new recommended change in time to degree.

- Teaching master’s level courses by those with a master’s degree.
  - No explicit policy yet at UHM. The committee was provided the link to look at the University of Arizona and their policy.
  - There is a need to consider professional schools as their requirements are different. With programs at UHM, there is a large range to consider. Some programs have internal procedures, for instance, ABD students in LTEC have been allowed to teach master’s courses. This is also the practice at other institutions.
  - Recommendation: allow programs to determine who may teach graduate courses.

- Interdisciplinary graduate programs
  - Recommendation: consider also multi-disciplinary programs.
  - More discussion is necessary to look into how it could work. Dean Aune requested the committee to continue discussing this topic.

- UH Connect – Alumni platform demo – Liane Smith, Associate Director of Alumni Relations Programs (liane.smith@UHfoundation.org)
  - Alumni Affairs moving to Hawaii Hall soon. Others from UHF will be moving downtown.
  - Range of where peer and benchmark institutions are with regard to alumni relations. Using different tools. UH CONNECT is powered by People Grow. Located in San Francisco.
  - Want to connect better with mainland alumni. Bridge gap between them and the University. Communication is via platform. No exchange of email or phone information.
  - Safe space to communicate with other alumni.
  - Currently, over 1800 alumni have signed up. May be hidden or visible on the platform to others. There is a map view that can show the number of alumni in different states and countries.
  - Need not be an alumnus. Can sign up as faculty/staff or friends of the University.
  - Q: Move meeting time - 10:30 - 12:00p. Need to check room availability and with others.

Adjourned: 11:39a

Next Meeting: February 26, 2019