Graduate Council Meeting

February 26, 2019 ● 10:15 – 11:45 ● 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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<tr>
<td>C. Browne, MBTSSW</td>
<td>x</td>
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<tr>
<td>C. Karamperidou (for J. Lemus), SOEST</td>
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<td>R. Jha CTAHR</td>
<td>EXC</td>
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<td>A. Tse, (M. Shannon), SONDH</td>
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<td>S. Chang, JABSOM</td>
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<td>R. Ka'aloa, HSHK &amp; SPAS</td>
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<td>Q. Liu, ARCH, TIM, &amp; SCB</td>
<td>EXC</td>
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<tr>
<td>C. Bacchilega, LLL</td>
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<td>A Berez-Kroeker, (M. Park), LLL</td>
<td>EXC</td>
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<td>K. Heyer, CSS</td>
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<td>R. Juarez, CSS</td>
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<th>Alternate(s)</th>
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<tr>
<td>Kamil Deen (for A. Berez-Kroeker)</td>
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Guests: Yang Zhang, MIRO, Kristen Connors, Graduate Division

Announcements/Updates

- Meetings for Fall 2019 **requests submitted** for Tuesday mornings EITHER 9:00 – 10:30 OR 10:30 – 11:45
  - Members were asked by Dean Aune for a preferred time or if neither worked. It appeared that for all in attendance, either time could work but they do not yet know their Fall teaching schedule and could not confirm.
- Graduate Assembly – KUY 101 reserved (**not confirmed yet**) for November 21st (Thursday at noon OR 1:30) and Thursday April 16th 2020 (noon OR 1:30)
- Graduate Chair Matters session #3 on 3/15/19 from 1:00 – 2:30 p.m. Allyson Tanouye – Director of the Counseling and Student Development Center; Kuykendall 106
- Graduate Chair Matters session #4 on 4/30/19 Teresa Kono from 12:00 - 1:30 p.m., OVCAA; Kuykendall 106
- Frances Davis & Peter V. Garrod nominees under review – recommendation due on or before March 15.

Old Business

- Approval of January minutes
  - **Motion to Approve. Vote: 15 in Favor; 0 Opposed; 1 Abstention.**
Graduate Grievance Committee follow-up: Utilize for GA Grievance Process?
- Similar procedure to the Graduate Student Grievance process. Including a committee at Step 3 comprised of Graduate Council members and GSO. They would make a recommendation to the Dean.
- Concerns expressed by GSO - training for students serving on the committee, fear of retaliation, etc. Not much in the way of comments were expressed.
- Would training be similar to OJA process for grade disputes? Members of GSO are asked to serve by OJA annually for the year.
- Recommend GGC process to also be used for the GA Grievance process.
- Links:
  - https://manoa.hawaii.edu/graduate/content/formal-grievance
  - https://manoa.hawaii.edu/graduate/content/ga-grievance
- Motion to Approve. Vote: Unanimous in Favor; 0 Opposed; 0 Abstentions

Academic Probation on transcript
- 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 probation notation presently remains on the transcript and is not removed, even if the student graduates.
- Recommendation by the AAA committee was that if the degree is completed by end of 10 years, the probation notation should be removed. If the degree is not completed after 10 years the probation notation should not be removed.
- H. Liebreich, GSO representative program shared a potential concern in that what happens if a student’s program is designed for 6 years. The length of the program may take students directly to the 7 year limit. B. Powell shared that in some cases, it’s not the student who may be delaying their progress. The advisor and/or committee may be the ones delaying a student from making appropriate progress.
- The comparison with other institutions that was shared at the last meeting by the AAA committee for range of time to degree was, for doctoral students 8-10 years and 6-7 years for master’s students. Discussion by the members ensued about the motivating factor of the probation, and how it could still work without negative effects of the probation (i.e., on Leave of Absence or an assistantship). K. Heyer suggested, on a case by case basis, that a Graduate Chair could request up to one year (i.e., year 8) for completion of dissertation without probation, after the 7 year limit was up and the probation letter issued. The Graduate Chair in communication with the committee chair and student would submit a timeline for the year with a memo to request the probation be removed and postponed until the end of year 8. If the student graduated, no probation notation would be necessary. If the student did not complete the dissertation in year 8, the probation notation would be placed on their record. Clear communication of this change would be important on all program websites as well as the Graduate Division website and GSO. A clear statement for students to check with their programs would also be important. Programs need to be clear in terms of their own rules with regard to the 7 year rule and whether or not they would consider using this option to request a postponement of probation to the end of year 8.
- Caution should be taken when looking to adjust policies. Program requirements could have more of an effect than what was intended or go against Graduate Division policies.
- A motion for two changes to the policy for probation for time to degree were made. The motion was to maintain implementation of probation at the end of 7 years with the first change being an option for the Graduate Chair to request a postponement of probation
for up to one year (case by case basis). The second change was for the probation notation to be removed if the student graduated within 10 years. If the student does not graduate or complete the degree after 10 years, the probation notation will remain on the transcript.

- **Motion to Approve. Vote: 17 in Favor; 0 Opposed; 1 Abstention.**

- **Grad Maps**
  - This was a best practice recommended by a consulting firm to showcase graduate degree programs. It is an informational piece that is web-based or printed about the program, including pictures and links, to help to inform and recruit prospective students. Currently, Public Health and English have completed the process.
  - Dean Aune shared that this initiative has not had many programs submit their program map, despite initial excitement and interest.
  - R. Babcock requested the template and examples of the two program maps currently finished to be shared once more with a request for submission by a deadline.

**New Business**

- **Yang Zhang, Manoa Institutional Research Office (MIRO) - shared about the MIRO site - Decision Support tab and Campus Experience Survey results**
  - MIRO site Decision Support tab. The reports are interactive with many ways to interpret data provided on the site. She is offering Meet Up sessions (similar to Office Hours) scheduled in the iLab. It’s a casual time to ask questions, listen to presentations or to other’s questions. Different types of reports were shared with the members - enrollment, persistence, etc. Visual tables and graphs are also included in the reports that are generated. Different variables can also be selected to filter data (e.g., ethnicity, degree, college, etc). If there are questions about the data or accuracy of it by a program, Y. Zhang requested programs to let her know. It’s possible for there to be a mistake or misunderstanding of how the data are being represented.
  - Campus Experience Survey
    - Most of the questions are qualitative questions. It’s a survey to help understand students’ experiences, challenges, and barriers. The survey has been conducted twice with slight changes to the questions.
    - The tool allows for selections to be made based on department, program, etc. Multiple options can be selected.
    - The response rate to the survey was about 15% this last time.
    - Access to MIRO Decision Support tab to be facilitated via a Google group with a link sent to Y. Zhang. A Google group has been created for Graduate Chairs.

- **Professional Development for graduate students**
  - To collaborate further with GSO for activities, events, career support, etc. Dean Aune is requesting information from programs on ideas and input related to professional development.
  - Suggestion: Applications for fellowships, post docs, - having a session by presenters to assist. Writing Center includes more specific sessions.
  - It was requested to ask K. Connors to provide an overview of plans for professional development at the next meeting. This discussion was cut short due to the meeting ending.

- **Achievement Scholarship funds**
Amount is smaller for next year’s allocation. Dean Aune had decided to absorb the cuts last year and had consulted with programs regarding the awarding of funds based on both need and merit. She also shared that there is a cut to this year’s allocation. The depth of the cut has yet to be confirmed and there is a need to demonstrate the 50/50 threshold between need and merit. Programs will be requested to share with Dean Aune, via an email, how they are awarding funds based on need and merit. More information than naming the accounts as need and merit has become necessary.

Adjourned: 11:45a

Next Meeting: March 27, 2019 - 3:00 - 4:30p, Gilmore 212