

Graduate Council Meeting
February 25, 2020 • 9:00 – 10:30 • Gilmore 212
Minutes

Attendance:

Quorum: 12 (Current membership = 24)

Name of Member		Name of Member	
O. Boric-Lubecke, ENGR (P)	X	K. Jolly, A&H (A)	X
K. Braun, MBTSSW (C)	X	K. Sands, A&H (P)	X
C. Karamperidou (J. Lemus), SOEST (A)	X	S. Robertson, CNS (C)	X
R. Jha CTAHR (P)	X	T. Tickin, CNS (A)	X
A. Tse, SONDH (C)	X	M. Maaka, COE (A)	EXC
S. Chang, JABSOM (C)	X	C. Sorensen Irvine, COE (C)	X
R. Ka'aloa, HSHK & SPAS (P)	X	J. Potemra, MFS (C)	X
Q. Liu, ARCH, TIM, & SCB (P)	ABS	C. Stephenson, MFS (P)	X
MC Garneau for N. Segeral, LLL (C)	ABS	D. Flores/M. Singh, GSO	X
A Berez-Kroeker, LLL (P)	X	E. Turner, GSO	ABS
K. Heyer, CSS (A)	X	K. Aune, GD	X
Y. Xu, CSS (A)	ABS	J. Maeda, GD	X

*A = AAA Committee; C = Course Committee; P = Program Committee; **bold** = chair

Alternate(s)		Alternate(s)	

Guests: M. Stitt-Bergh, Manoa Assessment Office, J. Yang, Human Nutrition, Food and Animal Sciences

Announcements/Updates

- Graduate Assembly - Thursday, April 16, 12:00 PM - 1:30 PM, Kuykendall 101
- 3MT Competition - Saturday, April 25, 2020, 10:00AM - 1:30PM, Bus Ad
- Course committee - Assigned to review Peter V. Garrod Mentoring Award applications
- Program committee - Assigned to review Frances Davis GA Award applications
- AAA committee - Assigned to award Graduate Division administered UHF Scholarship applications
- Merit/Need Scholarship Allocations for 2020-2021
 - These funds are based on net tuition revenues and provided to undergraduate and graduate education. Graduate allocations have been significantly reduced the previous two years. Much of the cut has been absorbed by the Graduate Division and financial need funds distributed by the Financial Aid Office. While the 50-50 split between merit and need is being met (per BoR policy) with merit funds being awarded to graduate students in financial need, it is still cautiously monitored.

- Assessment Project and Funding Opportunity - M. Stitt-Bergh
 - Advanced Institutional Learning Objectives were approved in May 2017. All students who receive an advanced degree will have learning opportunities in these learning objectives and develop competencies in these areas: knowledge, intellectual and applied skills, communication, and professional responsibility. The Assessment Office helps in the area of assessment and reports out to internal and external groups. They have some funding available that needs to be used to support faculty - individuals or teams, about \$7,000 - \$8,000 in the assessment of learning of the advanced degree ILOs. Proposals would include, but not be limited to, projects related to a literature review of teaching practices related to ethical responsibilities in SOEST fields or sciences, teaching methodology in Arts and Humanities, etc, with a plan to implement. If faculty already have a project, the proposal could be to collect data on student knowledge, methodology, develop rubrics to evaluate a dissertation, etc. If faculty already have data, their project might be on how to use data to address student weaknesses or successes. The fund is up to \$500 for individuals and up to \$2500 for a team of faculty to carry out a project in the next 12 months. If awarded, resources would be provided before the end of the term. Resources would consist mostly of supplies (purchased with a pcard). Supplies could include books, digital equipment, tablets, whiteboards, or other items that could help with the project. A report would be required at the end of the project. The Manoa Assessment Office will help to support the faculty member or team on their project. Proposals would be due around the middle of March for proposals with the funds being spent by May. An email about this opportunity will be shared with the programs.
- There was a question RE: how assessments are done now? M. Stitt-Bergh responded that assessments are annually to be completed at the program level. Some programs have as one of their assessments, the comprehensive exam. The assessments are done over time and findings used to feed curriculum and core courses to improve performance on the comprehensive exam. Reports are submitted annually to evaluate student learning. The work of the Manoa Assessment Office is to help in collectively improving student learning.

Old Business

- Approval of December minutes
 - **Motion to Approve. Vote: 14 in Favor; 0 Opposed; 3 Abstentions**
- AAA Committee Update - K. Jolly, Chair
 - The AAA committee was tasked with four areas to discuss and look into to provide recommendations to the Graduate Council. Due to time constraints, K. Jolly provided a summary of the work of the committee to date.
 - i. Qualifications to serve as UR, should a PhD be required? Peer/benchmark institutions don't necessarily specify. In looking at UHM requirements, the committee thinks the standard of level 3 and doctoral committee experience is high enough. With the role of the UR, the committee does not think a PhD is necessary to serve in this capacity.
 - ii. Adding mentoring to GF standards - Background: UHPA was provided a preliminary proposal to add mentoring to Graduate Faculty standards (collaboration between OVCAA and GD). This is per the request of UHPA to be looped in to initiatives related to faculty. UHPA shared the preliminary proposal and provided faculty feedback. The proposal for a GF standard regarding mentoring will be shared with GC. No recommendation on this one yet.

- iii. Interdisciplinary degree - The committee is currently gathering comparative data - mostly at master's degree level, but will include doctoral programs too. A question on clarification on direction was asked - should the committee include all types of interdisciplinary degrees, such as those that are customizable or more what may already exist? Dean Aune suggested that they include customizable degrees in their search.
- iv. Stacked courses - The committee was asked to develop criteria by which programs that opt to stack courses could do so based on guidelines for appropriate implementation and sound pedagogical practice. A draft of criteria has been created and will be circulated at the next meeting.

New Business

- UHM-1 New Course Proposals - S. Chang, Chair
 - **HWST 659** - new proposal for a graduate seminar in leadership in and about malama 'aina. In general, it was a good proposal, except for some details that were identified and needed to be addressed from the last meeting. Identified UHM-1 items were addressed. Substantive comments related to missing responses to required questions for a new course. An email from the proposer in October addressed the questions. Other issues included items such as instructor qualifications and resources as well as some references to tests and exams and typos that needed to be removed. All of the issues and questions were addressed. However, in correcting the typos, some of the wording of the Student Learning Objectives (SLO) were changed. The format of the learning objectives need to be revised to be measurable. There was also some confusion between the Program Learning Objectives and the SLOs included in the syllabus.
 - Recommendation to refer to Bloom's taxonomy for guidelines and revise the SLOs.
 - **Motion to Table. Vote: 16 in Favor; 0 Opposed; 0 Abstentions**

- Program Modification - C. Stephenson, Chair
 - **PhD in Nutritional Sciences** - the benefits include increasing enrollment, enter PhD directly from BS degree and allowing MS transfers. Some questions from the committee were: What has been the program's success thus far? Why would adding three new tracks strengthen the program? Number of terms for prereqs? The discussion didn't really address those questions, but there was much discussion RE: a current requirement of teaching experience. Teaching experience is required - what does that mean? Is that teaching undergraduate courses, being a TA, or instructor of record? Per R. Jha, and J. Yang, the students assist in the teaching with a faculty mentor. The program is encouraging PhD students to take part in teaching as a means to give them some teaching experience. There was a lot of discussion RE: the teaching aspect and if same and equal opportunities were being provided for students. This was unclear and it appears there aren't guidelines and the experience is based on the mentoring of the faculty. Concerns RE: fairness versus students who were a TA, equity of the experience between students, and workload if the student was also a GA were some issues expressed by Council members. Due to these possible issues, the guidelines used by the program should be more clearly explained. Another issue raised was what kind of access to teaching experiences do students have? Are they on their own to identify a faculty mentor, the length of the experience, and responsibilities? What outcomes should students be receiving from a required experience? There was a suggestion to

survey students to get their thoughts on this teaching experience, should it be voluntary, what if they're a TA, should they still do it? Including a clearer set of criteria for the teaching experience would be helpful.

- There was a question RE: why the qualifying exam is being changed to being only an oral exam. Per R. Jha, he shared that such an exam would allow for more interaction between the faculty and the student. It is also a better opportunity to learn and teach based on responses by the student. An oral exam would also provide more opportunities to explore student knowledge.
- What numbers of students are expected for these tracks? Dept seminar - is this a course or independent work? What does a majority of credits for a grade mean?
 - Per R. Jha, the addition of three tracks would allow students from ANSC and FDSC MS to enter the PhD program. They won't have any limits to the tracks, for now. A seminar course is required each term, but students can only earn credits twice.
- Recommendation to develop guidelines for the teaching experience. Also, it would be helpful to articulate more clearly what is meant by the majority of credits for grade in the proposal.
- **Motion to Table. Vote: 15 in Favor; 0 Opposed; 0 Abstentions**

Adjourned: 10:29 AM

Next Meeting: March 31, 2020