Graduate Council Meeting
November 16, 2021 ● 3:00-4:30p ● Zoom
Minutes

Attendance:
Quorum: 11 (Current membership = 22)

<table>
<thead>
<tr>
<th>Name of Member</th>
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<tbody>
<tr>
<td>A. Tse, SONDH - A</td>
<td>X C. Sorensen Irvine, MFS -P</td>
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<td>P. Berkelman, ENGR</td>
<td>X E. Biagioni, MFS</td>
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<td>A. Mawyer, CALL</td>
<td>X B. Fisher, CALL</td>
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<td>H. Tavares, COE</td>
<td>X S. Robertson, CNS</td>
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<td>T. Ticktin, CNS</td>
<td>EXC J. Stilgenbauer, ARCH/SCB/HSHK</td>
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<td>K. Suryanata, CSS - C</td>
<td>X M. Tallquist, JABSOM</td>
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<td>C. Karamperidou, SOEST</td>
<td>EXC Y. Xu, CSS</td>
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<td>A Berez-Kroeker, CALL</td>
<td>EXC Sara Saastamoinen, GSO</td>
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<td>J. Guo, MBTSSW</td>
<td>X Alena Shalaby, GSO</td>
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<td>P. Nerurkar CTAHR</td>
<td>X K. Aune, GD - on professional leave</td>
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<td>J. Yoshioka, COE</td>
<td>X J. Maeda, GD</td>
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*A = AAA Committee; C = Course Committee; P = Program Committee; bold = chair

Alternate(s) | Alternate(s) |
----------------|----------------|
H. Dulai, SOEST for C. Karamperidou | X J. Jarrett, CNS for T. Ticktin | X |
T. Gruter, CALL for A. Berez-Kroeker | EXC A. Wong, ARCH/SCB/HSHK for J. Stilgenbauer | X |
| | | |
| | K. Lingley, CALL for B. Fisher | X |

Guests: Megan Donahue, Celia Smith, Rosie Alegado, Joshua Madin, Lars Bedjer, Lisa McManus, Marine Biology, Qianqiu Liu, Ingrid Lin, Daniel Spencer, Jerry Agrusa, Jun Chi, Giulio Ronzoni, and Thayanan Phuaphanthong, Business Administration PhD-TIM track, Patricia Halagao, Amber Makaiau, Chad Miller, Linda Furuto, Curriculum Studies, and Ben Lukey, Uehiro Academy & Philosophy

Announcements/Reminders

- Fall 2021 Meetings: Tuesdays, 3:00 – 4:00 p.m.
  - November 16, December 14
  - Join Zoom Meeting https://hawaii.zoom.us/j/94790587666
  - Meeting ID: 947 9058 7666 Passcode: gdgc2021
- Fall 2021 Graduate Assembly: Thursday, 2:30 – 4:00 p.m.
  - November 18
  - Join Zoom Meeting https://hawaii.zoom.us/j/99320854126
  - Meeting ID: 993 2085 4126
  - Passcode: gradgal21
- Peter V. Garrod Mentoring and Frances Davis Undergraduate Teaching TA Awards - Deadline is Dec 1, 2021
- Required enrollment = minimum 1 cr; GAs = 6 cr (unless approved for 700F or 800)
  - Enrollment is part of a check completed by Graduate chairs for all students in the program, but the GA’s advisor and department of hire supervisor should also appropriately check enrollment.
Old Business

- Approval of October 19, 2021 minutes
  
  **Motion to Approve. Vote: Unanimous in favor, 0 opposed, 0 abstentions.**

- Course Proposals: K. Suryanata
  - Questions and feedback RE: these course proposals were shared with the proposers after the last meeting. Responses by the proposers were then shared with the Course Committee for further review/comments.
  - **BIOM 615**
    - The proposer had consulted with faculty in the FSHN dept and have point by point responses to each of the questions/comments made by the committee. The committee was satisfied with the responses and work done to revise the justification and syllabus.
    - **Motion to Approve. Vote: Unanimous in favor, 0 opposed, 0 abstentions.**
  - **ME 633**
    - The committee was satisfied with the changes made.
    - **Motion to Approve. Vote: Unanimous in favor, 0 opposed, 0 abstentions.**

- Academic Probation (AP) Letter - Discussion started following approval of the course proposals until guests for the program modifications arrived.
  - J. Maeda shared that the language of the letter was largely influenced by lawsuits brought by former students. It is largely legally based and necessary for the language to be very clear and definitive. Letter wording is to explain what action is happening and a remedy. The letters do both and while some wording has changed over time to try to affect its tone, there is only so much that can be done to maintain the wording necessary. The letter does include that students needing more time can, via their Graduate chair, request it and include a timeline for completion. Historically, a letter warning about AP was sent at year 5 and then AP was put on at the end of year 7. This practice was stopped because it was determined to be too punitive and many programs already warn their students when they're nearing the end of 7 years.
  - There was a question about whether or not the notation of Academic Probation (AP) would be removed from a student’s record if more time was approved by Graduate Division. J. Maeda responded that AP is part of a student’s record and is not removed. A change was made within the last couple of years whereby if a student on AP for time to degree graduated within 10 years the AP notation would be removed from their record. For any student on AP after 10 years and approved to have more time, the notation would remain.
  - There was some discussion on use of the term Advisor and that it could be confusing. This will vary by program and whether students are Plan A or B or a doctoral student as the faculty member working with them could be called an advisor, primary advisor, chair, committee chair, mentor, etc.
  - There was a question about notification of AP. The student is mailed their letter and a copy is sent to the graduate program. It is the Graduate chair who should inform advisors about students placed on AP - whether for GPA or time to degree.
There was no time for further discussion as guests for the program modifications arrived. Discussion will continue at the next meeting in December.

New Business

- Program Modification - C. Sorensen Irvine
  - MS Degree in Marine Biology + 7 new courses
    - Overall, there was support for this program modification and the courses, especially the intensive courses. There was some confusion expressed with the number of initials - MB, SOEST, CNS, SoLS, and others. C. Smith provided a brief overview of SoLS - School of Life Sciences, the new home for the Botany, Microbiology, and Zoology programs and formerly departments. M. Donahue provided some background on MB - Marine Biology is physically located in HIMB - Hawaii Institute for Marine Biology, but the program sits between two colleges - SOEST and CNS. As a result, all programmatic actions are reviewed by both colleges and their Deans. Graduate Faculty also come from both colleges with two Graduate chairs, one from each college/school.
    - RE: mention of courses that were cross-listed w/ MBIO that were in OCN, would those be retired since they were being retired on the MBIO side? M. Donahue responded that the OCN side of the cross-listings were being retired as well. There was a question RE: MBIO 600 replacing MBIO 601 and 602 as a required course, but MBIO 603 and 604 were still mentioned in the footnote of the program sheet as being required and both were not mentioned in the memo. M. Donahue clarified that MBIO 601 and 602 were the core courses in the curriculum when the MB program started, but have not been offered since 2014. As a result, they had changed their program to require MBIO 603 and 604 instead. Now, MBIO 600 will become the core requirement and 603 and 604 will no longer be required, but will remain as course options for students. They will not be retired at this time. C. Sorensen Irvine recommended clarifying this in the proposal and removing it from the program sheet.
    - There was a question about the scheduling of the courses as being in F, Sp, and Su. Per M. Donahue, the courses would be mostly offered in the Fall, for now, but they wanted the flexibility to potentially offer courses in the Summer, as HIMB has offered a course during the summer. MBIO 600 is an entering course for new students and is designed to be a 2 week intensive course. It's planned for the first two weeks of August. R. Alegado had adjusted the timing of the course after feedback from Graduate Division and the Office of the Vice Provost for Academic Excellence such that it would end prior to the week of TA Training and periodic meetings would be scheduled during the Fall semester. The intention was to support this cohort of new students through an immersive experience. This is an important aspect the MB program wanted to provide for their students. During the Fall the students would be asked to reflect on their values, motivations as scientists, their sent of place in Hawaii, and to build connections. The sustained contact from the time they enter through the periodic meetings and the purpose of this experience were explicitly shared with students. C. Sorensen cautioned to consult with UHPA since faculty would be required to report prior to duty week for this course. M.
Donahue responded that most of the faculty in the MB program are 11-month faculty so this should work okay.

- Recommendation to approve the program modification with the clarification of MBIO 603 and 604 and pending approval of the new courses.

- **Motion to Approve with Clarification and Minor Revisions to Courses. Vote: Unanimous in favor, 0 opposed, 0 abstentions.**

- **MBIO Course Proposals: K. Suryanata**
  - The Course committee complimented the MB program on the course proposals, especially MBIO 600. They noticed that with the piloting of MBIO 600 this past August, the syllabus and overall course were well put together. Their questions primarily focused on the other courses and syllabi. M. Donahue acknowledged there were uncertainties with the others since those had not yet been piloted, until recently, but they did have revised versions of the syllabi to submit. One of the courses was recently piloted, MBIO 610 Mathematical Ecology of Marine Systems. L. McManus, instructor of the course, expressed worry that there would not be enough time to cover the math concepts in an intensive course. However, based on problem sets students submitted last week, she said their scores were pretty good. The course used a mixture of lecture, computer lab, and discussion and that students were engaged and doing well. Three weeks was a good amount of time for the course. Minor edits can be made to flesh out the syllabus for this course more at this point since they have a better idea of what works and is possible.
  - MBIO 600 - endorsed by committee, no changes.
  - For the others, general comments in their feedback to the program related to revisions to the syllabi and some revision of objectives to meet graduate-level expectations.
  - MBIO 620 - no specific feedback or questions during the meeting, but comments provided to the program prior to the meeting were similar to the other courses.
  - MBIO 621 - there was a question on the title - shouldn’t it include coral reefs in the Banner title? Per C. Smith, they were limited by the number of characters.
  - MBIO 630 - Based on the title of the course and content, there was a question about possible overlap and if any communication/consultation happened with the Geography department? Per M. Donahue, they were aware of some courses in the GEO department, but not aware of the course, GEO 370 that K. Suryanata had mentioned. M. Donahue shared she had recommended courses in GEO to her students and appreciated this feedback and would reach out to faculty in GEO to potentially coordinate further. This new course and those in GEO have the potential to provide good information and opportunities for students.
  - MBIO 640 - no specific feedback or questions during the meeting, but comments provided to the program prior to the meeting were similar to the other courses.
- MBIO 650 - per L. Bedjer, students appreciate the content/format of this course since they go out into the field and then return to the lab to analyze what was collected. They get to use the techniques they're learning with data they collected. The weekly calendar in the syllabus can be tightened up and feedback provided by the Course committee can be incorporated.
- Recommendation to approve pending revisions to specific syllabi and consideration of recommendations.
- **Motion to Approve with Minor Revisions. Vote: Unanimous in favor, 0 opposed, 0 abstentions.**

- PhD in Business Administration - add TIM track + 3 new courses
  - Per C. Sorensen Irvine, overall, there were no questions about the addition of this track to the larger Business Administration PhD program. One thing to be addressed is documentation of consultations that occurred. There was mention in the document about consultations, but no evidence of them was included. The Program committee recommends providing evidence of the consultations that occurred.
  - Recommendation to approve pending documentation of consultations and approval of courses.
  - **Motion to Approve pending documentation of consultations and approval of courses. Vote: Unanimous in favor, 0 opposed, 0 abstentions.**

- TIM Course Proposals: H. Dulai
  - Overall, the syllabi were in good shape. The questions from the Course committee were mainly related to the UHM-1 forms. The only requirement was for the student to be a PhD candidate. Does their major matter? Per I. Lin, their intention was to open their courses to all doctoral students, regardless of major. There was some discussion on the use of the term PhD candidate. This is defined as having one’s Form II approved by Graduate Division. Typically, by that point students often do not take coursework or do not need to take coursework. Use of Doctoral student might be more inclusive of the targeted audience? Recommended change to terminology used. There was a question on whether master’s level students could take these courses too? It appears the preference is for doctoral students, but consent could be provided for master’s students. J. Agrusa asked how that might work to allow doctoral students, but provide consent for master’s students. J. Maeda will check on how that would work with Banner.
  - There was a question RE: the course being repeatable. The program had concerns and were under the impression students who did not meet the passing grade or were unable to complete the course could not repeat it. If students do not pass a course (i.e., failing grade), they can repeat it. For those who do not earn a passing grade set by the program, they could still repeat it with consent. The course does not need to include a repeat for those reasons.
- There was a question RE: the grade for the prerequisite for these courses being a C. The prerequisite course is a 600-level core course and it’s unclear why a C grade would be acceptable? Per I. Lin and D. Spencer, there was discussion about this by their faculty with a split vote. The majority were in favor of the C, but D. Spencer said he was willing to consider a higher grade. J. Maeda clarified a C grade is the minimum grade for a course to count toward a graduate degree, unless a program required a higher passing grade. For a core course, that serves as a prerequisite to another required course, at the doctoral level, it seems odd for a C to be minimally required.

- **TIM 702** - there is use of the term Global in the title, but the course description does not seem to be reflective of global content?

- **TIM 704** - there is mention of ECON courses serving as prerequisites, but none were listed on the UHM-1 form.

- Recommended minor revisions to the UHM-1 forms relative to repeat limit and prerequisites and to specified syllabi.

- **Motion to Approve pending minor revisions to UHM-1 forms and specified course syllabi. Vote: Unanimous in favor, 0 opposed, 0 abstentions.**

- **MEd in Curriculum Studies - add 2 tracks**
  - There was a question about the use of terms - area of concentration versus track. Per P. Halagao, area of concentration is an older term, but essentially is synonymous with track. They can make the change in terms to be more consistent with one term.
  
  - Another question was to request clarification of the Plan A and B and how it worked for each track. Per P. Halagao, the general MEd in CS can be done with either a Plan A or B route and the new proposed Math Education track will also offer both Plan A and B to complete it. An added row or some other information to include how the credits of 700 fit within the 30 credits would be helpful. The other tracks offered under this degree prefer the Plan B route due to the portfolios that are done. The newly proposed Philosophy and Pedagogy track specifies only a Plan B route. For students in Plan A, what would the CS 700 credits replace? P. Halagao stated that Plan A students in the Math Education track would have the credits of 700 replace two of the recommended courses.
  
  - There was another question RE: including 300-level courses as options to be used toward the degree. These are for the Math Education track. A question was asked RE: the level of Math those courses represented and would students in this program need that level of math since the courses recommended to be used were more for math majors and are more research related. Per P. Halagao, for these students, the student’s advisor would understand that and in conversation with the student, would be the one to make appropriate recommendations for courses. The recommended courses are intended to also help students to fulfill their own professional and personal goals. Has there been any consultations with the MATH department on these courses being recommended for this new track? P. Halagao said she would contact the MATH department.
There was also a comment made about the enrollment in other tracks being offered. The health of the tracks can be checked and it is important for enrollment in different tracks to be monitored.

- Recommended for approval with minor revisions - consistent use of terms areas of concentration or track, clarity on Plan A or B routes and credits for the MEd and tracks, and evidence of consultation with MATH department chair RE: listing of MATH courses as recommended electives.

- **Motion to Approve with Minor Revisions.** Vote: Unanimous in favor, 0 opposed, 0 abstentions.

Adjourned: 4:40p

**Next Meeting:** December 14, 2021