

Graduate Council Meeting
February 15, 2022 • 3:00-4:30p • Zoom
Minutes

Attendance:

Quorum: 11 (Current membership = 22)

Name of Member		Name of Member	
A. Tse, SONDH - A	X	C. Sorensen Irvine, MFS -P	X
P. Berkelman, ENGR	X	E. Biagioni, MFS	X
A.Mawyer, CALL	EXC	B. Fisher, CALL	X
H. Tavares, COE	X	S. Robertson, CNS	ABS
T. Tickin, CNS	ABS	J. Stilgenbauer, ARCH/SCB/HSHK	X
K. Suryanata, CSS - C	EXC	M. Tallquist, JABSOM	X
C. Karamperidou, SOEST	X	Y. Xu, CSS	X
A Berez-Kroeker, CALL	X	Sara Saastamoinen, GSO	EXC
J. Guo, MBTSSW	X	Alena Shalaby, GSO	X
P. Nerurkar CTAHR	X	K. Aune, GD	X
J. Yoshioka, COE	EXC	J. Maeda, GD	X

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

Alternate(s)		Alternate(s)	15
K. Lingley for A. Mawyer, CALL	X		

Guests:

Announcements/Reminders

- Announcements/Reminders: (please share with your college/school Graduate chairs)
 - Spring 2022 Meetings: Tuesdays, 3:00 – 4:30p
 - March 22, and April 19
 - Join Zoom Meeting <https://hawaii.zoom.us/j/98469150795>
 - Meeting ID: 984 6915 0795
 - Passcode: gdgc2022
- Committee Review in March:
 - Frances Davis Award (Program Committee) – Nominee Application Packet Deadline is February 15, 2022
 - Peter V. Garrod Award (Course Committee) – Nominee Statement Deadline is February 15, 2022
 - UH Foundation Scholarships (Award Committee) – Application Deadline is February 15, 2022
- Graduate Assembly – Thursday, April 28 2022, 3:00 – 4:30pm
 - Join Zoom Meeting <https://hawaii.zoom.us/j/92243349188>
 - Meeting ID: 922 4334 9188 Passcode: gdgasp2022
 - Presentations are posted on the GD website shortly afterwards.
- Information RE: scholarships and awards - Kristen Connors, Scholarships/Fellowships and Professional Development Coordinator
 - Overview of awards:

- Frances Davis - today is the deadline for nominees to submit their packet and letters of support are also due. Requesting patience while the packets are reviewed and ready to be shared. Upload to Dropbox for the Program Committee. An email to the committee members will be sent once it's all put together. Aim - before end of February. No estimated deadline yet, but hopefully by sometime in March. Waiting on corresponding deadline.
- Peter V. Garrod Mentoring Award - today is the deadline. The Course committee will be reviewing this award's nominees. Should have everything to the committee by the end of February. Packets will be uploaded to Dropbox once available.
- UHF Scholarships and Fellowships - a few for this year. Today is the deadline for students to submit their materials, but the letter writers have until next week to submit their letter. Kristen will check once everything is done. Access is already provided to the committee members. Confirmation was provided by STAR. Evaluations sheets are available for each fund. Eligible students are listed on the sheet to be considered.
- Confidential information - please double check General Confidential notice and ISAT training is also up to date. Information about this is in the email she will send.
- Finalizing Achievement Scholarship fund allocations
 - Funds are based on prior fiscal years net tuition revenues. Dean Aune shared a warning to be mindful of possible changes in the amount to be allocated. When there have been large cuts, the units have been protected, in large part, with funds, instead, taken from the Manoa Opportunities fund. Funds will be populated into program accounts soon, estimated in two weeks.
- One-time GD Dean's Scholarship
 - Number of requests outnumber funds available. Most will probably not receive the full amount, but it's in process. Decisions to be shared soon.

Old Business

- Approval of January 25, 2022 minutes
Motion to Approve. Vote: 14 in favor (includes 2 votes in absentia), 0 opposed, 1 abstention
- Updates on Program Proposals from January Meeting
 - BAM Anthropology (remains in GD – awaiting revisions)
 - BAM Sociology (revisions received; approved and forwarded to OVPAE)
 - Provisional Status for MEd in School Counseling (remains in GD – awaiting revisions)

New Business

- Course Proposals: J. Guo for K. Suryanata
 - CEE 612 - this proposal was revised and resubmitted after the December 14, 2021 meeting. All except one of the questions was addressed. The one question related to this course and its relationship to a Special Topics Course, CEE 696. The committee recommends including in the Justification the title of the CEE 696 course to avoid confusion.
 - **Motion to Approve with Minor Clarification. Vote: Unanimous in favor**

- CEE 652
- There was a statement in the Justification document about no undergraduates having taken this course when the content was offered as CEE 696. When this was asked of the program, the program clarified that undergraduates would take a graduate level course as part their BAM pathway or potentially a technical elective since they have a 400-level one and a 600-level one. The program also stated that if an undergraduate took a graduate level course it would be an elective.
 - This question has raised another - whether undergraduates could/should be taking graduate courses that are not part of a BAM pathway?
- Another comment that was made in the Justification document was that this course content has been offered for 20 years, but no course is being retired in its place. This course is an elective for a group of courses in CEE that used to be taught by a small group of faculty. With faculty retirements, some of the courses won't be able to be offered and this was one that could still continue to be offered, but as its own course. There was mention that the proposed course number was used previously. There is a need to check how long ago the number was not used as course numbers that have been unused or retired must be have been for at least 5 years before they can be re-used.
- The syllabus was commented on as being clear with learning objectives and a grading rubric. One of the questions related to the homework and its contribution to the grade. Must all homework be completed to receive a passing grade?
- A recommendation for stacking was offered since there seem to be 400 and 600 level versions of CEE courses. If the undergraduate version of one of those is to be taken for the UG degree, outside of a BAM pathway, the program should consider stacking as an option to offering both courses.
 - **Motion to Approve pending responses from the program. Vote: Unanimous in favor.**
- MBBE 666
- Generally positive comments from the committee about this course proposal. Overall, it looks like an interesting course. It was offered as a special topics course previous to this proposal.
 - There was some specific feedback:
 - The effective term on the UHM-1 form should be SP 23. J. Maeda clarified there was miscommunication with this course between CTAHR and OVPAE. It will be process for Fall 2022.
 - For item #8, Contact Hours, the number should be 45 hours for the semester for 3 cr course. On form it's listed as 75 hours. Need clarification.
 - This course is listed to be repeated 1 time. What is the reason?

■ **Motion to Approve Pending Response to Questions. Vote: 15 (including 1 in absentia) in favor; 0 Opposed; 1 Abstention**

- Differentiate timeline for master's and doctoral students.
 - Some variation, but the general pattern is 5 yrs and 10 yrs on average. Consider extending it for the doctoral students? Work is considerably more. Almost all of the doctoral students are part-time, one course a semester. Question a few years ago and related to probation. Notation on their transcripts. Would be looking for work before graduating.
 - Probation notation is removed if graduating within 10 years. Consider not placing students on probation until they reach 10 years?
 - Observable on transcript the potential reasons for time taken.
 - Could the student be made aware via letter, but no notation on the transcript?
 - Discussion on probation and how it works at other institutions.
 - Normative to have a time limit, separating master's and doctoral students, and MFA degrees. Compromise approach to remove probation within 10 years. Detrimental nature if on transcript? Consideration for AAA to discuss?
 - Other possibilities to AP notation on transcript, it can be detrimental to students.
 - Inclusion of transcript for funding, jobs, scholarships and awards, etc stigmatizing. Awareness issue and stigmatizing.
 - Might it be possible to change the language and use something else instead of Academic Probation.
 - Whether or not some kind of status if past 7 yr; designation on transcript. Treat them differently? Lead to trauma and lasting consequences. Need to have a probation status for students. If students reach 7 yrs and on probation, potential issue for accreditation status. At same time, there are concerns with the notation on the transcript. Is there a way to separate the two issues? Notify students, but at same time, not deter them from completing the program.
 - Notation reflects an academic action and is an official note on the transcript.
 - 3 issues - strategies to move students forward, does it have to be an AP notation, and differentiating between master's and doctoral students.
 - To go to AAA to discuss and potentially also consult with GSO.
 - An additional letter that doesn't include a notation that goes onto the transcript would be better. Discussion to continue on this topic.

Adjourned: 4:20p

Next Meeting: March 22, 2022