**Graduate Council Meeting**
**October 18, 2022 ● 3:00-4:30p ● Zoom**
**Minutes**

**Attendance:**
**Quorum:** 11 (Current membership = 22)

| Name of Member | | Name of Member | |
|---|---|---|---|
| P. Berkelman, ENGR | X | H. Tavares, COE | X |
| W. Buente, CSS | X | T. Ticktin, CNS | X |
| K.F. Cheung, SOEST | X | A. Tse, SONDH | X |
| B. Fisher, CALL | EXC | J. Yoshioka, COE | X |
| T. Grüter, CALL | X | S. Brown, MFS | X |
| J. Guo, MBTSSW | X | E. Biagioni, MFS | X |
| A.Mawyer, CALL | X | Arby Barone, GSO | X |
| P. Nerurkar CTAHR - sabbatical F 22 | EXC | Mark Willingham, GSO | ? |
| S. Robertson - F22 / P. Williams - Sp23, CNS | | | |
| J. Stilgenbauer, ARCH/SCB/HSHK | EXC | | |
| M. Tallquist, JABSOM | X | K. Aune, GD | X |
| N. Tarui, CSS | X | J. Maeda, GD | X |

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

| Alternate(s) | | Alternate(s) | |
|---|---|---|---|
| M. Esquivel for P. Nerurkar (F 22) | | | |
| | | | n= |

## Announcements/Reminders

- Announcements/Reminders: (please share with your college/school Graduate chairs)
    - Fall 2022 Meeting Dates: Tuesdays, 3:00 - 4:30p
        - November 15, December 13
    - Fall 2022 Graduate Assembly November 17, 2022 (location: TBD)
    - Open Office Hours via ZOOM w/ Graduate Dean and Associate Dean
        - October 24 at 2:00pm
        - November 30 at 1:00pm

## Old Business
- Requested discussion item feedback.

## Discussion Items
- Graduate Faculty -
    - One does not need to be a full professor to be a level 3 GF member.
    - Upon initial appointment, at least rank 3, but ultimately meeting all three GF standards. Appointment is granted at level requested by the program.
    - Nominate at level 2 - SWEL, then at T&P, nominate to level 3
    - PhD is not required. For PhD programs, GF typically have a PhD degree as part of that. There are other terminal degrees.
    - Three types - RGF, CGF, and AGF

- ○ Emeritus - inform GD, share letter or approval memo
  - ○ https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=5&policyNumber=207
  - ○ EP5.207
  - ○ No issues or questions related to Type or Levels of graduate faculty

- ● University Representative - completion of service on a dissertation committee
  - ○ Time serving as a member of a committee - does it mean from Form II? Helpful to clarify in the eligibility language for UR on the website.
  - ○ Disciplinary content connection is helpful for the UR to have, though it's not necessarily required. They're the University representative.
  - ○ Arm's length - ensure proper procedures are followed, treatment of student is appropriate/professional.
  - ○ Equity and knowledge on topic - relevant knowledge is helpful - how to identify UR - previous course taken by student. Give comments and ask questions.
  - ○ Challenge - small faculty to advise/chair doctoral students. If serving as Cooperating GF, cannot serve as UR. This may bring a challenge to a small faculty.
  - ○ Arm's length logic framing disciplinary content and institutional structure - not in loco parentis. Intellectual pleasure with little reward for the UR; ethics around the human relationships? Social and institutional relations - to ask questions, and otherwise engage in the dissertation versus only participating in a functional sense. Added value
  - ○ Clarification - true role of UR?
  - ○ Ensure fair and equitable thesis - universality, point out inconsistencies or apparent abuse of the student. Be able to contribute in a scientific/educational manner.
  - ○ UR page: https://manoa.hawaii.edu/graduate/committee-composition-potential-members/
  - ○ Pre-Form 2/Form 2A - GC approving committee composition - student forms committee first w/ approval of GC (ORE) to determine whether UR is at arm's length. CMB - similar process and useful for GC to know who is serving on committees and working with their students. GC in ORE, can appoint a member to the committee, prior to Form II, if there is a concern. Internal form to help w/ ad-hoc requests and ensure tentative committee is appropriate.
  - ○ Plan B - pre-approval process in program structure? No committee per se, but have a reader. Communicate first and second reader at start of term of graduation, SLS GC.

- ● Academic Probation Notation
  - ○ n=60
  - ○ Highlights - check survey and include results
  - ○ For most, master's degree is not a concern
  - ○ For doctoral degree progress, 40% (20) agreed or strongly agreed
  - ○ Comments - competing demands, personal issues,
  - ○ Appropriate length of time for doctoral degree - 3-8 yrs
  - ○ Candidacy - 1.5 -5 yrs
  - ○ Continue AP notation on transcript - more than half, yes, continue (52.5%)
  - ○ Helpful or harmful - 51.7% strongly agreed/agreed; 20% disagreed
  - ○ Harmful? - 26% agree it's harmful; 40% disagree/strongly disagree it's harmful

- Comments - should be retained, do not discontinue, allows student to be expelled for lack of continued progress. Formalized timeline is most important, more than notation. Useful to have a time to degree and there is a consequence for continued lack of progress.
- Reside with graduate program -
- Most support 7 yr policy to continue for doctoral degree
- Most support 7 yr policy to continue for master's degree
- Having conversations with students to encourage/motivate them to finish as well as have GD have consequences for time to degree. There is support to maintain the time to degree policy.
- Proposal: School determine student standing and have GC communicate to GSS who to put on probation or not.
  - Implies academic integrity concerns - another word instead of probation? Something else to denote the issue rather than using the term probation? (A.Tse) Another way to mitigate the notation?
- Programs would determine whether or not a notation should be placed on a student's transcript, rather than GD.
- Possibility of students talking to each other and learning of the consequence?
- Reasons for lack of progress vary greatly. Balancing individual differences with the time to degree policy.
- If not on transcript, it's not AP initially, it may solve many of the issues. Confer w/ GC first would be helpful for cases like this one.
- AP notation - being contractual implementation - heart of the problem. Inward facing
- Warning letter?
- Checking w/ the program GC before implementing AP?
- Different options to take it off - GPA - option to remove notation depending on the situation. To rescind AP or remove AP notation from a term would need to be decided.


Adjourned: 4:31p

**Next Meeting:** November 15, 3:00pm