

Graduate Council Meeting
February 28, 2023 • 3:00-4:30p • ZOOM
Minutes

Attendance:

Quorum: 11 (Current membership = 22)

Name of Member		Name of Member	
P. Berkelman, ENGR - C	x	N. Tarui, CSS- C	x
W. Buente, CSS - C	x	H. Tavares, COE - P	x
K.F. Cheung, SOEST - C	EXC	A. Tse, SONDH - A	x
Kara Miller, CALL - C	x	P. Williams, CNS - A	x
T. Grüter, CALL - A	x	J. Yoshioka, COE - A	x
J. Guo, TSSW-PH - P	EXC	S. Brown, MFS - P	EXC
A.Mawyer, CALL - P	ABS	E. Biagioni, MFS - P	x
P. Nerurkar CTAHR - A	EXC	Arby Barone, GSO	x
J. Stilgenbauer, ARCH/SCB/HSBK - A	x	Shannon McClish, GSO	x
E. Szarmes, CNS - P	x		
M. Tallquist, JABSOM - C	x	J. Maeda, GD	x

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

Alternate(s)		Alternate(s)	
J. Stopa for K.F. Cheung, SOEST	x		
			n=17

Announcements/Reminders

- Welcome to new members
- Spring 2023 Meetings (Tuesdays, 3:00-4:30pm)
 - March 21, April 18, May 9
- Graduate Assembly, Thursday, April 27, 3:00-4:30pm
 - Zoom Link to be provided
- Office Hours with GD Interim Dean: March 31 at 9:00 – 10:30 a.m. and April 19 at 12:00 – 1:30 p.m.
- Course Committee completed review of Peter V. Garrod nominations – Congratulations to Kathryn Braun, Public Health, as this year's award recipient
- Change of Committee Review: AAA Committee will review UHF, STAR and Francis Davis GTA awards
- Change to Approving Authority for Authorization to Plan (ATP)
 - To: Provost, via VP Academic Strategy, iVPAE, iGD Dean, From: Dean of unit
- For March: (projected) Program Proposals for Theatre and Dance, Nursing Proposal to add a track to DNP, and Doctor of Physical Therapy Proposal, and course proposals for DNP, DPT and CEE 610, CEE 641, ICS 615, ICS 639, PH 720

Old Business

- Approval of January 24, 2023 minutes.
 - **Motion to Approve: 15 in Favor; 0 Opposed; 2 Abstentions**

New Business

- Errant text - A text from Manoa Admissions was sent to all applicants on Tues, February 28, 2023. The text communicated information about a welcome reception for admitted students. It is one of the ways Undergraduate Admissions communicates with students, but this text was also sent to graduate applicants. Since it went to all applicants, including graduate applicants, it caused much confusion and stress since some graduate applicants had already been denied admission and others had not yet had a decision made.
- GA salaries – topic submitted from Natural Sciences regarding basing GA salaries on a more market-competitive system.
 - There have been concerns about TA and GA salaries not being competitive with other institutions or reflective of cost of living in Hawaii. The chair of the Physics department has communicated with the Dean of Natural Sciences and he seems supportive of this concern. The numbers of applicants are low in the admissions process and for staffing Undergraduate (UG) labs. Per E. Szarmes, some students have said they would stop at MS level due to affordability. He is advocating for a higher, required initial step for TAs. Their department chair has forwarded concerns to the administration.
 - Could the Graduate Council serve as an advocate on this issue? Interim Dean Maeda responded that the Graduate Council could potentially agree to help advocate for a higher GA salary starting step. The Cost of Attendance (COA) for AY 23-24 is already much higher than it is for this year and the administration is already looking into raising the minimum step.
 - E. Szarmes said he would talk with his department chair about sharing the letter they sent to the Dean of Natural Sciences.
- Enrollment in graduate level courses – topic submitted from Natural Sciences regarding low enrolled courses being discouraged in their college
 - Per E. Szarmes, this was a topic raised by the Physics department chair. They have required courses students are required to take, but if they only have 3 students to take the course, it has raised concerns.
 - There are campus minimums for course enrollments - 10 for undergraduates and 5 for graduate courses. For some graduate courses 5 is more likely a maximum based on the nature of the course (e.g., Journal club) so less than 5 would not be unusual.
 - Might it be appropriate to have a category of courses (outside of those where it is already allowed) where 3-5 students would be approved without any need to justify it each semester? There is a campus committee whereby this could be a topic of discussion - All Campus Council of Faculty Senate Chairs - representatives from MFS. B. Sipes could be asked to discuss this topic regarding small programs. Some other limits in numbers are because of funding - lab space and funding.
- Treatment of GAs: Issues and Concerns
 - Mentoring/Advising relative to program and degree requirements
 - How well are students being mentored with regard to their program and degree requirements? Are they aware of what they need to take, if courses are to be taken in a sequence, and are their

mentors aware of this information and advising appropriately? How are faculty mentored to mentor students? Graduate Division has mentoring documents on the website. Concerns have been raised by graduate students, funded and unfunded, about not being aware of required courses or the number of credits that are needed. Some were told they don't need to take courses when in fact those courses were required for their degree.

- Good mentoring starts with a community and building that community - where being a good mentor is valued and promoted. It's promoted by administration, chairs and everyone involved. If not highlighted and rewarded, it's limited only to those who see its value and importance. Good mentoring also requires infrastructure, a paradigm shift; a culture shift. What was good for faculty when they were a graduate student does not necessarily mean it's still good for students now. What was considered okay then also may not have been okay at all and should not be perpetuated. There are some traditions that should not be continued. Increased transparency, having a student/faculty handbook with clear expectations would be helpful. Some have a handbook, but it's not easily accessible.
- Mentoring of mentors - this is something there should be more of, but it also requires a time commitment, stress on faculty time. It would be helpful if we had an advising center for graduate students. Undergraduates have advisors outside of their majors; grad students don't have this support. At the graduate level, advising is done by their faculty advisor, PI and Graduate chair. In some cases, that is part of the issue. Maybe a student peer mentoring program for graduate students might help?
- The Graduate chair is often seen by the students as part of the program family and this makes it difficult for them if they have a concern with their advisor/PI. Having someone outside of their program could help in those situations. J. Stopa shared that SOEST has a survey once a year where students opt in to ask to speak with a faculty member from another program. It's like a check-in to see how they're doing and is a venue for concerns to be shared. It's not for everyone, but it is a resource that is available for students in that school. One suggestion was to have an advisor-graduate student agreement. Another suggestion was to go over the handbook and required courses in a timely manner and to share this information with everyone in the program - students and faculty.
- J. Stopa shared that ORE is accredited through ABEDT. As a result, advising is constantly discussed by the faculty. All faculty are educated on what classes students need. It's a procedural foundation with independent research along with core classes. Having a buddy system where new incoming students are paired with a veteran student. All information is also on the program website - online and sent to everyone.

- Mistreatment - tabled to March meeting due to lack of time.

Adjourned: 4:31 pm

Next Meeting: March 21, 2023 at 3:00pm