

Graduate Council Meeting
May 9, 2023 • 3:00-4:30p • ZOOM
Minutes

Attendance:

Quorum: 10 (Current membership = 21)

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	x	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	x	S. Brown, MFS - P	EXC
A. Mawyer, CALL - P	EXC	E. Biagioni, MFS - P	x
P. Nerurkar CTAHR - A	x	Arby Barone, GSO	x
J. Stilgenbauer, ARCH/SCB/HSBK - A	x	Shannon McClish, GSO	ABS
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)	
M. Tallquist, Proxy vote for S. Brown	x		
E. Biagioni, Proxy vote for. A. Mawyer	x		n=20

Guests: Nathan Murata Lee Buenconsejo-Lum, Cecily Ornelles, Kathy Ratliffe, Bennett Zazzera, Cris Stickley, from COE and JABSOM.

Announcements/Reminders

- Thank you to Jing Guo, TSSWPH
- Fall 2023 Meeting Dates (Tuesday, 3:00-4:30pm)
 - August 29, September 26, October 24, November 28, December 12
- GA Letter of Offer Template
- GA Work from Out of State (if longer than one month; not for GTA)

Old Business

- Approval of April 18, 2023 minutes.
 - **Motion to Approve: 14 in Favor; 0 Opposed; 0 Abstentions**

New Business

- Course Actions:
 - COM 652
 - There were questions about the frequency of in what term(s) the course would be offered as well as information missing from the syllabus that should be included such as prerequisites for the course, the attendance policy, and information about Title IX. A link to the sample syllabus template was shared. All comments were addressed.
 - **Motion to Approve: 15 in Favor; 0 Opposed; 0 Abstentions**
 - COM 658

- This proposal included a question related to a question on the Justification document, "indicate the relevant program learning objectives and the institutional learning objectives that this course will cover." Clarification in the syllabus was requested. All comments were addressed.
- **Motion to Approve: 16 in Favor; 0 Opposed; 0 Abstentions**
- OCN 636
 - There were questions about the connection between the ILOs and PLOs and SLOs as well as a request for including prerequisites in the syllabus along with Title IX information. All comments were addressed.
- **Motion to Approve: 17 in Favor; 0 Opposed; 0 Abstentions**
- Program Actions - E. Biagioni, MFS Representative and Co-chair of Program Committee
 - Doctor of Physical Therapy
 - There was consensus and positive sentiment toward the value this program could bring to Hawaii. Everyone was supportive of it. However, the completeness of the proposal was less than previous new degree program proposals that have been reviewed by the Graduate Council. Some of the concerns expressed related to a lack of clarity between the courses to be proposed and credits, accuracy of credit hours for courses, workload for the students, personnel that would need to be hired, as well as some questions about the content in the tables. Not having the actual new course proposals to look at was a concern and members of the Council were uncomfortable moving forward without them. There were general descriptions of what would be proposed, but they were too general and not detailed enough to fully understand what was necessary and as well as the alignment with credits and student workload.
 - Planning to propose a 3+3 pathway, this part should be removed from the proposal. The degree program needs to be approved first and then any pathways to the degree may be proposed. An approved curriculum would also be necessary for such a pathway as well as articulation between all 4-year UH campuses if a pathway would include other UH campuses besides UHM.
 - Personnel: this proposal requires a number of people, a program director and at least 2 faculty. The budget section was also not internally consistent. It was unclear where the numbers were coming from. Through discussion, it was determined the numbers were from including undergraduate students in a 3+3 pathway. However, such a pathway was not being proposed here and could not be proposed with this degree when the degree program is undergoing the approval process. The degree program should be approved first and then any creative pathway could then be proposed to be incorporated. With other 4-year UH campuses involved, there would be other details that would be necessary to work out before a 3+3 pathway could be approved.
 - Table w/ salary ranges, good table - page 9 or 12, budget should align with that.
 - Three year before students can be admitted; request accreditation. If to approve today, need to hire the director and faculty and then can request for accreditation. Accreditation rarely granted right away, 98% granted eventually. Assuming granted immediately, accuracy related to budget and accreditation is a concern.

- Dean Murata shared a brief history of the proposal and both the College of Education and the John A. Burns School of Medicine would be involved in this program. He shared that they wanted to engage undergraduate students in this program and that a 3+3 pathway would allow for undergraduate tuition as a way for students to also save for the graduate portion of this program (similar pathway as BAM).
- Faculty and accreditation - CAPTE - Commission on Accreditation in Physical Therapy Education, accrediting body for Physical Therapy - per Dean Murata, CAPTE requires a director and coordinator before the program is approved. Students would not be enrolled until much later, after the program is approved. This effort had approval to move forward prior to COVID as well as support from the Provost and President. Per C. Stickley - the nature of the accreditation process requires a different thought process in terms of sequence of events. The program director for a DPT program needs to have some initial approval to start the accreditation process. It's a proscribed process and it doesn't typically link up with traditional programs at the University. It might mean an outside of the box approach.
- Accrediting body - CAPTE requires a graduating class before applying for accreditation. In order for full accreditation, programs are granted conditional accreditation where the first class is protected and eligible to sit for licensure, but after that first class, there needs to be final numbers and other information to gain accreditation. The program director is to be hired at least 18 months before the enrollment of students; this is when the curriculum is approved for a DPT program. Then, the program has three years to graduate students for a 5 year process.
- Curriculum and credit hours - per B. Zazzera, it's not uncommon for clinical courses to have an odd number of credits and credit hours. It could be changed, but then it would affect the actual length of time spent in clinical practicums. As to the workload for the students, it's a standard DPT curriculum and is on par with the majority of DPT programs. In other programs, HPU for example, it's a two year program. Some of their students took 22 cr. B. Zazzera shared that he has a DPT and has gone through CAPTE accreditation. There is more work that will need to be done and that would be done by the program director. Clinical education hours are calculated based on a conversion for a 10 week clinical internship.
- Research project - students will be getting 4 cr from a research project. One course in research design. In DPT programs this is done in a group setting with multiple students working together assisting a faculty member. Methodology may be a case study or randomized control trial with outcomes for a poster presentation or publication. It's a different approach than other research-based graduate programs.
- Other 1 cr courses with some being labs. Most courses are 3 cr. Core Values in PT, American PT Association, important for those values to be integrated into the DPT program. Other values incorporated by the accrediting body - communication and a professionalism course strung throughout the curriculum. A 1 cr lecture course that meets once a week would not be unusual. Per C. Stickley, there are similarly structured courses in Kinesiology; the Athletic Training program offers a range of credits. For instance, most semesters students are in clinical situations during their coursework. The lectures are

offered in addition to their clinic rotations to discuss information they're learning and to help connect it to the academic work. A bridge to academic work.

- Suggestion RE: Table 1: projected enrollment - this looks like each year 20-25 students or is that the total enrollment in the program? There was a question on whether enrollment was to occur each year? The response was affirmative where enrollment of a new group would occur each year. A suggestion was made that it would be helpful to clarify that enrollment is every year. This was unclear in the table.
- The members of the Graduate Council asked to meet without the guests to further discuss the DPT proposal. There was concern with how the proposal was being submitted without a clear program of study and actual course proposals. Concerns about what courses would look like, number of credits per term, and the process were discussed. Based on the accrediting body, the hiring of the program director would be done after the program is approved by an institution, but it is the responsibility of the program director to develop the curriculum. The members of the Graduate Council concluded discussion with the following recommendations: remove 3+3 program language, revise the proposal to clarify areas of confusion and provide fuller descriptions of the courses to be developed, consider using curriculum similar to other DPT programs, and look into the possibility of hiring an interim program director to help with the curriculum.
- The guests returned after 20 minutes and the recommendations were shared with them.

- **Motion to submit a revised proposal 20 in Favor; 0 Opposed; 0 Abstentions**

Discussion

- Change to Master's degree en route to PhD requirement: allow Plan A Thesis as an option? Currently only Plan B path is used.
 - This was not discussed. Tabled to next meeting.

Adjourned: 4:33p

Next Meeting: August 29, 2023