

**Graduate Council Meeting
November 12, 2024 • 3:00-4:30p • ZOOM
Minutes**

Attendance: 17 (2)

Quorum: 11 (Current membership = 21)

Name of Member		Name of Member	
J. Ai, SCB/HSHK/ARCH - A	EXC	E. Szarmes, CNS - A	x
R. Black, EDU - A	x	N. Tarui, CSS- P	x
T. Osborne, CALL - A	x	A. Tse, SONDH - P	x
W. Buente, CSS - P -co chair Fall	x	S. Verma, JABSOM - C	x
K.F. Cheung, SOEST - P	x	A. Wright, CNS - C	x
J. Chung-Do, TSSWPH - C	x	M. Wright, CTAHR - A	EXC
D. Higginbotham, CALL - C	EXC	C. Stephenson, MFS - P	x
M. Menchaca, EDU - C	x	C. Baker, MFS - P	x
K. Miller, CALL - P	x	GSO - Shannon McClish, alternate (gsosust)	x
L. Shen, ENGR - C	x	GSO	
		R. Ka'aloa, GD	x
		J. Maeda, GD	x

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

Alternate(s)		Alternate(s)	
C. Clayton for D. Higginbotham - F24	x		

Guests: J. Zuern, ENG, A. Agcaoili, IPLL, C. Clayton, ASAN, M. Esquivel, CTAHR-NUTR-RDN, M. Saffrey, J. Osorio, & N. Puniwai, HSHK

Call to Order: 3:01 pm

Announcements/Reminders

- Fall 2024: December 10
- Spring 2025: January 28, February 25, March 25, April 15, May 6
- Future Graduate Assembly Meetings, Thursday, 3:00-4:30 pm:
 - Fall 2024: November 21 - Please invite your graduate faculty to attend.
 - Spring 2025: April 24
- Talk Story sessions for Spring 2025
 - Pono Research -January/February TBD
 - Intellectual Property related to students – February 27, 2025: 1:30p-3:00p TBD
 - PACE & RISE Tour – March 12, 2025: 12:00p-1:00p (in person)
 - Navigating IX: Unpacking Significant Changes to Title IX – March 27, 2025; 10:00a-11:00a via Zoom

Old Business

- Approval of October 15, 2024 minutes - No comments, questions, or edits.

Motion to Approve the October 15, 2024 minutes: 14 in Favor; 0 Opposed; 0 Abstentions

- CALL-ENG New MFA Degree Proposal (originally discussed October 15, 2024)
 - Reviewed discussion from October 15th meeting, council was ready to vote on MFA Degree proposal
 - Proposal will move to MFS for review and approval by C. Stephenson and C. Baker

Motion to Approve new MFA degree proposal : 15 in Favor; 0 Opposed; 1 Abstention

- ENG 620 New Course
 - Council review found a solid syllabus and no further comments or issues.

Motion to Course Approve ENG 620: 15 in Favor; 0 Opposed; 1 Abstention

- CALL-ENG MA Program Modification
 - Council found the proposal and incorporation of the ENG 620 justified and had no further comments or issues.
 - Program modification will move forward to OVPAE office

Motion to Approve ENG MA Program Modification: 15 in Favor; 0 Opposed; 1 Abstention

New Business

- **CALL-PLC BA + ASAN MA BAM Program**
 - Committee asked about the general interest for this BAM pathway and what is the expected enrollment?
 - A. Agcaoili responded that they have a number of students who have expressed interest as they have students who are already continuing into a Masters in ASAN and Education to become teachers and cultural workers. They see the need for this pathway as an opportunity for their students to prepare as cultural workers or teachers with strong language and cultural skill.
 - A. Agcaoili estimated five to seven students who would apply, showing a high level of interest at this time.
 - Julie clarified that the BAM program is not meant to have large numbers, but as a pathway for highly motivated students to a masters degree. Other recommended pathways to consider could include multicultural studies and the College of Education PostBac Certificate in secondary education as credits may also be used for the Masters programs (approval from Master's program Graduate Chair would be required).
 - A. Agcaoili acknowledged they are considering further BAM pathways to support their student success and will be sending these proposals forward.
 - Council had no further comments or issues with the BAM program.

Motion to approve the PLC BA + ASAN MA BAM pathway: 17 in Favor; 0 Opposed; 0 Abstentions

- BAM Program Modification will now move to OVPAE for final approval; as a reminder students cannot apply until OVPAE final approvals are received by the program.

- **ECE 605 New Course**

- Committee overall found the course to be a relevant and student engaged approach to a new course implementing AI into this field of study.
- Due to the structure of the course, the committee had the following feedback to strengthen this course proposal:
 - Learning Outcomes should be included in the syllabus, and the justification could make clearer how the course learning outcomes align with Program and Institutional Learning Objectives.
 - While the overall grade breakdown of 40% participation 60% project was specified, more clarification is needed for the evaluation criteria and how the different parts of the project will be weighted (proposal, midway, final). For example: is each project weighted 20% each, more elaboration will make it clearer for the student.

Motion to approve ECE 605 with passing along feedback for proposal revision: 16 in Favor; 0 Opposed; 1 Abstentions

- **CTAHR-NUTR-RDN MS Program Modification**

- The committee asked for clarification on the following points:
 - Confusion why the new courses FSHN 641 & FSHN 642 are included with the program modification?
 - M. Esquivel commented that her understanding was that the courses needed to come forward with the modifications.
 - Confusion on the rationale and purpose for these proposed changes?
 - M. Esquivel shared that this program began as a concentration, but is now shifting to this new model (for accreditation reasons) in order to continue to produce graduates eligible to become registered dietitians.
 - Background for the modification needs more clarity?
 - M. Esquivel elaborated that during their last accreditation visit, they were advised that their current accreditation model is outdated and needs to be restructured. In order to meet this new model, the program needs to modify current courses to restructure to this new accreditation type. This also has meant creating an additional accredited program - BS and MS-RDN. Now the program will have two separate accredited programs.
 - Suggest a flow chart to explain the changes and for more clarity?
 - M. Esquivel agreed the addition of a flow chart would be helpful to explain the intertwined changes from the accreditation restructuring and with the addition of the BS program.
 - Confusion on why this modification would incur additional costs for accreditation?
 - M. Esquivel noted the additional costs comes from the addition of the new accredited BS program.

- Clarity on how moving online will impact this program - specifically if there is a mechanism in place to support the remote experiential learning sites.
 - M. Esquivel shared that their current program has experience with sites on Kauai and Hawaii island that would be similar to the proposed online program. They also already have a system that accreditation requires for them to vet their preceptors, provide training on common rubrics and assignments, includes an online evaluation system (log hours), login system for preceptors on site that provides quality assurance for the program.
- M. Esquivel added more detail about the fact that the existing program has a concentration RDN which allowed for the RDN to show on the diploma. This is the only area that is affected by this modification in order to align with this new accreditation restructuring. The rest of their programs will continue unchanged.
- Council requests revising program modification to include:
 - Clarifying statement on background, rationale and purpose for modification
 - Addition of a flow chart of modifications to program for clarity (include additional BS program)
 - Clarifying statement on additional costs due to additional accredited BS program
 - Add a statement on the mechanisms in place that will support the online remote experiential learning sites and experiences.

Motion for program to consider feedback, revise for clarification and resubmit revised program modification to be viewed in December Graduate Council meeting: 17 in Favor; 0 Opposed; 0

- FSHN 641 New Course
 - Moved to December Graduate Council agenda for review
- FSHN 642 New Course
 - Moved to December Graduate Council agenda for review
- **HSHK – PhD in HSHK**
 - The committee expressed strong enthusiasm for this new PhD. Committee comments included that it is a monumental step to advancing indigenous scholarship and is an exciting new development.
 - The committee had the following questions for clarification:
 - Resources requested in proposal: Please clarify the request for 4 new GAs per year with only two new courses, what are the additional workload requirements that warrant the new GAs? And clarify if there are additional GAs every year?
 - HSHK responded that the GAs requested are 2 FTEs (.50 for each GA) for a total of 4 GAs that are recurring each year, not additional each year. The GAs are needed as HSHK has a high teaching load - 12-18 credits per faculty member. For example, language courses are 4 credits and

that's just the teaching load and then we add on our committee service. We also feel that GAs allow us to provide our students opportunities to gain experience in the university and learn teaching skills while going through graduate school.

- How many of the increased faculty, APTs, GAs are hired directly for the PhD or graduate student support for undergraduate programs?
 - These faculty are needed throughout the program to support all course offerings (undergraduate, GenEd, and graduate courses), while providing training for graduate students as GAs.
- Clarify why only 5 PhD students will complete, this seems to be a small number compared to the 16 students projected?
 - This is only for the first 5 years as requested by the chart in the proposal template. Our PhD program is proposed as a 5 year program and in 5 years we project to graduate the first 5 students.
- Committee requested that Table 1 does not include undergraduate numbers
 - HSHK shared enrollment figures and the committee recommended it be included in the proposal and would strengthen the justification to show the undergraduate majors and genEd course enrollments to justify faculty and APT, GAs.
- The program requires 22 credits of core and required courses. If the program admits students without a prior degree related to Hawaiian Studies, do they have to take additional pre-program courses?
 - In the proposal we present different pathways for students who enter with a different Masters degree, HAW or HWST MA. There may be additional courses determined to strengthen their foundational knowledge at the PhD level in Hawaiian knowledge.
 - We will also encourage students to take courses from our affiliate programs throughout the campus that embrace Ike Kupuna knowledge in their courses.
- Is a qualifying exam required with the comprehensive exam and dissertation?
 - Per N. Puniwai? we will not have a qualifying exam for entrance. We propose a comprehensive exam and a dissertation defense, but we continue to meet to solidify the process for recruitment and admission as we await approval for this new program.
- Consultation Meetings: Is there any update to the feedback from the Hilo program?
 - HSHK completed their consultation with UH Hilo and they were significantly supportive of our efforts. The Hilo faculty and program are looking to build bridges across the two programs and work across campuses on how we can collaborate and share courses as our students

can benefit from both programs. HSHK is already set to continue discussions with Hilo in January 2025.

- PhD Models: There is missing information for UHM Theatre and Dance Department, University of Alaska at Fairbanks, and University of Waikato. For example, the UH Theatre program is mis-identified and should be listed as UH Theatre and Dance, and, Ph.D. in Theatre should be listed as Ph.D. in Theatre and Dance.
 - HSHK agreed to make updates and recommended revisions
- M. Menchaca shared that when the LTEC PhD started 10 years ago, one unforeseen lesson was the heavy workload of advising and chairing committees with a small graduate faculty. He recommended that HSHK consider that in their admissions planning. At the time their faculty was chairing 14-15 students each.
- Committee clarified the number of qualified graduate faculty that can chair and serve as members on the student committees. There was concern that the limited numbers would be a heavy workload.
 - HSHK shared their current numbers and their plans to mentor up and coming faculty members to be able to serve as PhD graduate faculty.
 - HSHK also expressed the number of related and cooperating graduate faculty with the current MA programs outside of our school that we would work with to serve on our committees.
- Committee also candidly asked if the new positions are absolutely needed to run this program as new positions can not be promised through a new proposal, but would need to go to the Provost office and be assigned out of the limited pool of campus positions.
 - Dean Osorio stated that he continues to work with the Manoa Budget Office, submit HSHK faculty priorities, and he knows that he will have to continue to justify and ask as we move forward with the program. He assured the council that if the PhD received approval, we will find ways to run it even if we do not receive the requested faculty positions.
- Council requests revising PhD in HSHK proposal to include:
 - Updating Table 1 to include data from AY 2023-2024 graduates
 - Undergraduate majors and genEd course enrollments to strengthen the justification for faculty, APT, and GAs resources
 - Clarify Table 4: Anticipated New Personnel - clarify justification for GAs and include statements on how these personnel will support the whole program not just PhD.
 - Clarifying statement on number of graduates in 5 years.
 - Clarifying statement on no qualifying exam
 - Update consultation meeting table - add Hilo meeting outcome
 - Update PhD Models for missing or mis-identified information
 - Clarifying statement on number of faculty that can chair HSHK PhD Committees

Motion to provide feedback for clarification (adding 2023-24 data, UG figures to support, clarify table 4; number of faculty that can chair the committee) and revise and resubmit for December Graduate Council meeting: 12 in Favor; 0 Opposed; 0 Abstentions

- HSHK 701 New Course
 - Moved to December Graduate Council agenda for review
- HSHK 800 New Course
 - Moved to December Graduate Council agenda for review
- New Courses
 - CMB 695 New Course - Has been removed for review - will be included in future Post-Baccalaureate Certificate (PBCERT) proposal
 - GEO 788 New Course
 - OCN 632 New Course
 - QHS 612 New Course
 - SW 665 New Course

Adjourned: 4:43 pm

Next Meeting: December 10, 2024