Graduate Council Meeting
December 10, 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	x	**E. Szarmes, CNS - A**	x
R. Black, EDU - A	x	**N. Tarui, CSS- P**	x
T. Osborne, CALL - A	EXC	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	ABS
D. Higginbotham, CALL - C	x	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. Kaʻaloa, GD	x
		J. Maeda, GD	x

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

Alternate(s)		Alternate(s)	
T. Osborne (Sent in Vote)			

Guests: M. Esquival, CTAHR-NUTR-RDN, M. Saffrey, J. Osorio, & N. Puniwai, HSHK, R Black, J Ninci, EDU-SPED

Call to Order: 3:01 pm

Announcements/Reminders
- Spring 2025: January 28, February 25, March 25, April 15, May 6@ 3:00pm - 4:30pm
    - [Zoom Meeting Link](#)

      Meeting ID: 987 5229 7680

      Passcode: gcsp2025
- Future Graduate Assembly Meeting, Thursday, 3:00-4:30 pm
    - Spring 2025: April 24 - Please invite your graduate faculty to attend.
- 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 November 12, 2024 minutes - No comments, questions, or edits.

Motion to Approve the November 12, 2024 minutes: <u>13 in Favor; 0 Opposed; 1 Abstention</u>

- CTAHR-NUTR-RDN MS Program Modification (Originally discussed on November 12, 2024)

    - Program committee acknowledged the revisions requested and discussed with M. Esquival general enrollment numbers, distance program needs related to enrollment, growth in the program, accreditation issues with off site preceptors and grant partners, and clarification of the location focus for the program in the Pacific. A request was made for the location focus of the program to be clearer in the memo.

Motion to Approve Program Modification for NUTR - RDN MS with the suggestion to add clarification on the location focus for this program: <u>18 in Favor; 0 Opposed; 0 Abstention</u>

- New Courses: FSHN 641 & FSHN 642 (related to program modification)

    - Course committee had a few requested revisions to the UHM-1 form for both courses:

        - UHM-1 #2: Effective Term & Year - Double-check the semester for each course - currently FSHN 641 is for SP 2026 and FSHN 642 is for FA 2025. This appears to be out of order.

        - UHM-1 #3: Frequency - If FSHN 642 is scheduled for the Fall semester, then the frequency needs to be corrected for consistency as it is currently Spring.

        - UHM-1 #8: Blanket Statement - both courses should put None if there is no statement.

Motion to Approve FSHN 641 & 642 with revisions to the UHM-1 form for consistency: <u>18 in Favor; 0 Opposed; 0 Abstention</u>

- HSHK – PhD in HSHK (Originally discussed on November 12, 2024)

    - Program committee expressed enthusiasm about the proposal and acknowledged that all suggested revisions were addressed. Committee did clarify about general program resources needed versus specific resources needed to run the Ph.D. program. Dean Osorio responded that HSHK is committed to starting this program and will continue to ask for resources to

address personnel needs. He affirmed the faculty and School commitment to support the start of this Ph.D. program.

Motion to Approve with enthusiasm the PhD program in HSHK: <u>17 in Favor; 0 Opposed; 1 Abstention</u>

- HSHK 701 & HSHK 800 New Course

    - The course committee found no issues with HSHK 701 or HSHK 800. Both courses were found appropriate for the program, had no overlap with other courses, and clear objectives.

Motion to Approve both HSHK 701 and HSHK 800: <u>17 in Favor; 0 Opposed; 1 Abstention</u>

- New Courses

    - GEO 788 New Course

        - Course committee had a few questions regarding the UHM-1 form:

            - Is it alright that they used an older version (2021) instead of the new version (2023) of UHM-1 form? Since all areas were included, it should not be a problem.

            - #16a through 17b - Double-check to ensure these were left blank on purpose and nothing needs to be included there.

        - Course committee recommended the following revisions for the justification/syllabus:

            - In the justification, it stated that the student should have knowledge of GIS, need to clarify at what skill level (e.g. basic or advanced)?

            - Additionally, add that statement into the syllabus for consistency.

        - Justification and Syllabus Learning objectives: Clarify if the learning objectives are standards based for the program and how they align or are mapped to the Advanced Institutional Learning Objectives (aILOs) and/or Program Learning Objectives.

        - Justification - Evaluating the success of the course - suggest considering not just student evaluations, in the 3rd or 4th year include additional department self-assessment and programmatic assessment.

- - - Justification #3 & #4: In #3 - it seems that there is only one individual that can teach the course, while in #4 the GIS department professors will teach the course. Need to clarify and make both statements consistent. Could also be that the department will be developing other faculty to teach the course in the first few years.

Motion to Approve GEO788 with the requested clarification as noted with recommended revisions to the UHM-1 form and justification/syllabus: <u>18 in Favor; 0 Opposed; 0 Abstention</u>

- - OCN 632 New Course

  - - Course Committee suggested the following revisions to the UHM-1 form:

    - - UHM-1 #8 Blanket Statement: should put None if there is no statement.

      - UHM-1 #9: Contact hours should be 45 credits for 3 credit course

      - UHM-1 #17a: Clarify the prerequisites

  - - Course committee requested the following clarification to the justification/syllabus:

    - - Overlap of this new course with existing courses - the committee would like a clarifying statement that explains how this course differs from the other courses listed in the justification and syllabus (MBIO 710, MBIO 600, HWST 631, 652, PACS 492).

      - Syllabus - Course calendar - In the course calendar, the assignments column needs to be clarified. As it appears, the column lists the topics, but not the assignments.

Motion to Approve OCN 632 after review by Graduate Division pending revisions and clarification to UHM-1 form, course calendar assignments, and justification of course overlap by December 20, 2024: <u>18 in Favor; 0 Opposed; 0 Abstention</u>

- - QHS 612 New Course

  - - Course Committee suggested the following revisions to the UHM-1 form:

    - - UHM-1 #2: Correct - Change Fall 2025 instead of Spring.

- UHM-1 #14, 15, 16, & 16b: Confirm that these were purposefully left blank. Put in N/A.

- Course committee requested the following clarification to the justification/syllabus:

  - Justification - assessment of course success: Indicates the focus will be solely on yearly course evaluations to assess the course success. Given the speed of technological change, would it be useful to include a 3rd-year or 5th-year review of the course and its place in their curriculum? Maybe a department self-assessment of the course to ensure it is keeping up with changes in managing big data in biomedical contexts and remains current and appropriate to the overall program? In short, add more to assessment than just student feedback.

  - Syllabus: Ensure all prerequisites are removed.

  - Syllabus: Suggest to revise SLO #3: into two SLOs such as: 'Practice scientific research methods' and 'Develop skills at presenting data orally'.

Motion to Approve QHS 612 with requested clarification as noted with recommended revisions to the UHM-1 form and justification/syllabus: <u>18 in Favor; 0 Opposed; 0 Abstention</u>

- SW 665 New Course

  - Course Committee suggested the following revisions to the UHM-1 form:

  - UHM-1 #13: UHM Form instructions recommend only one Schedule Type ("Most courses will require only one Schedule Type"). Include reason for two schedule types in justification or consider a single, most appropriate Schedule Type.

  - UHM-1 #19: Please add "See attached".

- Course committee requested the following clarification to the justification/syllabus:

  - Both Syllabus and Justification: "Student Learning Outcomes": Are the parenthetical standards based on standards for the program or field? Do

these map to UH ILOs? Consider providing a standards map aligning SLO, ILO, and/or Program or Field Standards. The map would be most appropriate in the Justification and inclusion in the syllabus would be at the discretion of the department.

Motion to Approve SW 665 with requested revisions as noted for the UHM-1 form and justification/syllabus: <u>18 in Favor; 0 Opposed; 0 Abstention</u>

- ○ NREM/MBIO 668

  - ■ Course Committee suggested the following revisions to the UHM-1 form:

    - ● UHM-1 #8 Blanket Statement: Insert NONE

    - ● UHM-1 #9: Contact hours should be 45 credits for 3 credit course

Motion to Approve NREM/MBIO 668 with revisions to UHM-1: <u>18 in Favor; 0 Opposed; 0 Abstention</u>

New Business

- ● EDUC–SPED-MEd SPED ABA Program Modification
  - ○ Program committee asked for clarification on ABA Fieldwork requirements and what is the difference between optional and required and the 4 credits or 12 credits?
    - ■ Discussion included the differences in the requirement for professional supervision in student fieldwork when some students get that from university faculty and others have community based positions that provide the professional supervision. The main difference is whether faculty is doing supervision or a professional in the field is providing the supervision.
    - ■ Discussion included if this was equitable for students to have different credit requirements, tuition costs, and workload. SPED explained that there would be different pathways for students.
    - ■ Program committee requested more clarification to differentiate between the different pathways and suggested including a table that would explain supervision hours, minimum hours of the different paths, and possibly including similar models from other institutions.

Motion to revise the SPED-MEd SPED ABA Program Modification for clarity and resubmit for January 28th Graduate Council Meeting by January 7th: <u>16 in Favor; 0 Opposed; 2 Abstentions</u>

- SPED 672 New Course - was not reviewed will be scheduled for the January 28th Graduate Council Meeting

- Administrative-Admissions-Advisory (AAA) Update

  - AAA Committee met twice this semester in October and November to plan for committee work and to discuss their assigned scholarship award reviews.

  - They will be meeting again before the end of the semester for their scholarship award review and to submit names to the Graduate Division for this award.

  - Committee Work has included the following:

    - Microcredentials and how to implement at the Graduate Level

      - In October, members of the committee attended a Coursera professional development webinar entitled Microcredentials' Macro-Potential. In this workshop a couple take away points for consideration were: how to achieve faculty buy-in and repackage what faculty are already teaching.

      - In November, members of the committee met with Paul Mickimmy, Associate Vice Provost for Academic Excellence (OVPAE) and April Quinn, Senior Advisor to the Provost to discuss microcredentialing policies, criteria, and efforts at UH Mānoa. OVPAE is still working on policy and criteria around microcredentialing, but have been researching different models that could work at Mānoa. Some takeaways from this meeting were the need to be realistic and pragmatic in our approach and design (e.g.bundle two or three courses that are specific to an area for an easier pathway to achieve), and work out a procedure for the submission and evaluation of proposals for microcredentialing. It was suggested that the Graduate Council work on a framework and criteria for a proposed microcredential and share with OVPAE.

    - IDPs and mentoring plans - committee will continue discussions and planning in Spring 2025

Adjourned: 4:39 pm

Next Meeting: January 28, 2025