

# UCF Graduate Council

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## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of March 22, 2006 meeting

Members Present Patricia Bishop, Jim Moharam

Recorder Rhonda Nelson

Guests Present Max Poole

1. The meeting began at 11:30 and a quorum was established. Dr. Goodman shared that the Faculty Senate Resolution on Master's program minimum course requirements was on the agenda for the March 9 Steering Committee meeting. The resolution was reviewed and approved, and will now go before the Faculty Senate on March 30. Dr. Bishop indicated that at the March 30 meeting, the Faculty Senate would be addressing the issue of graduate level courses in relevance to SACS issues and the state of Florida requirements. The group had a lengthy discussion on SACS issues. The group agreed that a policy needed to be set in place and explained so that everyone understands it.
2. **Split level courses.** Dr. Poole shared feedback from the March 21 meeting of the UPCC (Undergraduate Policy and Curriculum Committee) that he attended regarding a discussion on the split level policy. The UPCC approved the wording of the split level policy proposed by the Graduate Council; however, they did recommend that a line be added at the end of paragraph four that allowed for exceptions when classes were pre-approved by the Graduate Council Curriculum Committee. The committee then had a discussion on how detailed the exceptions language needed to be. Steve Goodman then read the current split level policy language and asked how specific we should be in labeling the levels. The committee agreed that a sentence should be added that indicated that "Exceptions should be approved by the Graduate Council every time a split level class is taught." The group then agreed that any aspects of the split level policy must be directed through the Graduate Council every time it was taught, along with a copy of the syllabus. The group also agreed that the departments should maintain documentation on their split level classes so that they have a record of this on file.
3. The meeting adjourned at 12:50 p.m. The next scheduled meeting will be March 29.

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