

# UCF Graduate Council

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## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of March 01, 2007 meeting

Members Present	Patricia Bishop, Jim Moharam
Recorder	Rhonda Nelson
Guests Present	Jana Jasinski, Bob Armacost, Youndy Cook, Dan Dill

Handouts: Meeting minutes for February 8, Resolution GS-3 Employee Conduct and Conflicts of Interest, GS-1 Thesis and Dissertation Submittals, GS-2 Electronic Thesis and Dissertations Dissemination, doctoral policy that requires all doctoral students to take 6 hours of coursework at UCF outside of their program, and a 3-year rolling review for Graduate Certificate Programs.

1. The minutes from the last meeting were approved.
2. **Doctoral policy requiring all doctoral students to take 6 hours of coursework at UCF outside of their program.** On behalf of the members of the Appeals and Awards Subcommittee, Dr. Jana Jasinski, requested that this committee review the policy in regard to the course requirements section in the Doctoral Program Policies. The sentence in the second paragraph of the policy reads: *At least 6 semester hours of the course work taken at UCF must be outside the student's program area.* The Appeals Subcommittee asked that the following be considered:
  - a. Students may be prohibited from taking graduate level courses outside their own department as they do not meet the prerequisites for these courses. Undergraduate course work which may provide a foundation to prepare them for these outside courses will not count in their graduate program of study.
  - b. Students coming to a UCF doctoral program after completing a Master's from another university in a different program already have a greater breadth in their academic career. If the intention of the policy is to truly encourage breadth, it should not matter if the coursework was taken at UCF or not.

Dr. Bishop indicated that this policy had been around a long time and indicated that the intent of this sentence in the policy was that the classes taken would be in support of the student's dissertation. Discussion followed regarding the possibility of changing or removing this requirement altogether from the policy. After much deliberation, Dr. Liberman asked if there was a motion. The committee voted unanimously in favor of recommending that the sentence- *At least 6 semester hours of the course work taken at UCF must be outside the student's program area*-be deleted from the policy. This recommendation will be sent to the Steering Committee next for further consideration. The committee chair asked that Dr. Bishop prepare a memo and give to Jim Moharam, Steering Committee Liaison and Graduate Council Policy Member, to present to the Steering Committee at their next meeting on March 8. If this change does not need to be forwarded to the Faculty Senate after that, Dr. Bishop indicated that this policy change will be added to the 2007-2008 graduate catalog.
3. Dr. Liberman indicated that the committee was waiting for additional information on policies GS 1 and GS 2 so no discussion was held on these policies. The committee discussed having a special meeting to discuss these two policies.
4. **Resolution GS-3.** The committee then began discussion of this policy and reviewed the latest draft. There was discussion held on the correct wording to use in regards to using the word employee, individual, or graduate faculty. Dr. Liberman indicated that for the purpose of this particular resolution, the committee was only addressing this from the standpoint of graduate faculty at this time. Youndy indicated that conflict of interest was about employment. A suggestion was made that this resolution should be added to the faculty handbook. Dr. Liberman asked if there was a motion. Dr. Chai made a motion to recommend endorsing this policy and Dr. Goodman seconded. The committee voted unanimously that this resolution be sent forward to the Steering Committee. Dr. Bishop was asked to update the draft with the latest changes and to prepare a letter for the Steering Committee requesting for further consideration of this resolution.
5. **Review of Graduate Certificates.** The group then began the 3-year review of graduate certificates. Dr. Bishop indicated that this review is conducted every year by this committee to identify programs with no enrollment or marginal enrollment and to establish whether programs with low or no enrollment should be sunsetted in order to ensure that graduate certificate programs are kept current. Certificates that were established in 2000 and 2003 were reviewed. The following certificates showed low enrollment: Child Language Disorders, Medical Speech/Language Pathology, Multicul/Multili Speech Language Pathology, Construction Engineering, Surface Water Model, Middle Level Education, Teaching Excellence, Urban Education, Software Intensive Systems, Software Engineering, Communications Systems, Electrical Circuits, Hazard Waste Site, Theoretical and Applied Ethics, and Materials Fail Analysis. The Civ & Envr Engineering Department has sent a memo requesting to inactivate the Wastewater Treatment certificate. A letter will be sent to the appropriate college coordinator from the committee chair regarding sunseting these certificates. A suggestion was made to request a report from the department on the accomplishments of the certificates that showed low or no enrollment, if the department wishes to continue the certificate. The

remainder of the certificates reviewed that were established in 2000 and 2003 were recommended to continue.

6. **Degree Revocation Policy.** A handout on this policy prepared by the Undergraduate Curriculum Policy Committee was distributed. Dr. Bishop asked the committee to review this policy and provide feedback as to whether this committee would like to consider such a policy. Send feedback to Dr. Bishop regarding this policy on whether or not to collaborate with UG to adopt the same policy for both undergraduates and graduates. This feedback will then be shared with the Undergraduate Curriculum Policy Committee.
7. **Draft Statement on plagiarism Suitable for a Syllabus.** A handout was distributed for the committee to review.
8. **Special meeting for GS Resolution 1 and 2.** A decision was made to have an extra meeting on March 8, 8:30-10, in MH 243, to discuss these two policies.
9. **Meeting adjournment and next meeting.** Meeting was adjourned at 1:20 p.m. Next meeting will be the special meeting scheduled today for March 8.

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