

# UCF Graduate Council

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## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of September 13, 2007 meeting

Members Present Patricia Bishop, Jim Moharam

Recorder Rhonda Nelson

Guests Present Youndy Cook, Max Poole

Handouts: Minutes from 9/6/2007, conflict of interest guidelines, and patent policy

1. Dr. Liberman called the meeting to order at 8:35 a.m.
2. **Approval of minutes from 09/6/2007.** The minutes were approved with changes noted.
3. **Conflict of interest policy.** The committee reviewed this policy. It was agreed to leave out the examples that were listed in the policy and to have less wording. Some additional wording will be added to the sentence at the top of the page. Youndy pointed out that to her knowledge the university had no existing policy for part A, conduct and conflicts of interest. Dr. Moharam suggested that it would be good to share this policy, if approved, with new faculty members when they sign their contracts and that it would be good to send this policy out each year at the beginning of the year. Dr. Bishop indicated that she would meet with Faculty Relations regarding this idea. The committee then discussed part B on conflict of interest in personal relations with students. The committee agreed to move some statements around and to keep in paragraph 3 on the first page. Changes were also made to part C. It was suggested that the policy needs to be clear in content. Dr. Liberman indicated that he talked with Paul Rompf, who was not available today, who was in favor of moving forward with this policy. The committee requested that Dr. Bishop make the suggested revisions to the document so that it could go to the Steering Committee today. A revised copy will be forwarded to committee members. Dr. Moharam made a motion to carry forward this document to the Steering Committee. It was seconded and approved to go forward by a majority vote (6 votes).
4. **Update on the 6 semester hour policy for doctoral programs.** As an update, the Steering Committee reviewed this change and approved it as an informational item, and indicated it would not need to go forward to the Faculty Senate. This change will be effective immediately and will be updated in the Graduate Catalog shortly. A memo was prepared and shared with the committee. This memo will be sent to all Graduate Faculty and staff.
5. **Patent policy.** This was distributed to the committee. Dr. Bishop reviewed all of the parts involved with the patent policy. Dr. Bishop shared that she had made all of the changes to the policy since her visit with Tom O'Neal last spring. If the resolutions are approved in this policy, everything will be blanketed and put in the contract. Dr. Bishop shared that Dr. O'Neal's office had agreed to provide workshops for these students regarding patents. Discussion was held on how long this would take if a student wanted to pursue a patent. She pointed out that the university needs to know if there is a patent but that this should not hold up the actual thesis or dissertation itself. Once the student graduates, the completed thesis/dissertation would then be held without being published for an appropriate amount of time regarding patent. The committee asked that the flowchart be revised to include timeline, turnitin.com, and graduation. The committee asked that Youndy share a copy of the revised contract for Turnitin.com. The committee was asked to review the policy and all parts of it in preparation of the next meeting. Henry Daniell indicated that he would like to bring 1-2 people from the Tech Transfer office to the next meeting.
6. **Announcements and adjournment.** Meeting adjourned at 9:55 a.m. Agenda for September 27 meeting. Dr. Liberman asked Dr. Daniell if he would review this policy and offer strengths and weaknesses at this meeting. Tom O'Neal, Research and Commercialization, has been invited to attend this meeting. The committee will review additional agenda items, if time allows.
7. **Next meeting.** Next meeting is scheduled for September 27, 8:30 a.m, in MH 243.

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