

UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

Minutes of April 17, 2008 meeting

Members Present Patricia Bishop, Jim Moharam

Recorder Rhonda Nelson

Staff Members Michael Stern

Welcome and introductions. Dr. Aaron Liberman, chair, called the meeting to order at 8:30 a.m.

Minutes. The minutes from the April 3 meeting were reviewed and approved.

Review of graduate certificates for the years of 1998, 2001, and 2004. Dr. Bishop reported that this committee reviews and sunsets graduate certificate programs on a 3 – year rolling cycle. The rationale for this review is to identify programs with no enrollment or marginal enrollment and establish whether they should be sunsetted in order to ensure that graduate certificate programs are kept current. The following certificates had low enrollment or low completion rates: CAH – Contemporary Humanities, Theoretical and Applied Ethics, and Gender Studies; COE – Middle Level Education, World Studies, Teaching Excellence, Foreign Language Education, Gifted Education, and Coaching; ECS – Construction Engineering, Surface Water Modeling, Software Intensive Systems, Software Engineering, Communications Systems, and Hazardous Waste Site; COHPA – Social Work Administration; CON – Pediatric Nurse Practitioner; and COS – Domestic Violence and Applied Math. The committee asked that Dr. Bishop prepare letters to each of the colleges regarding the certificates that were noted with low enrollment and/or completion rates. These letters will be brought to the meeting on April 24 for Dr. Liberman's approval and signature. See the graduate certificates report in the agenda.

Graduate Faculty Qualifications. The committee began reviewing the document on page 5, D.5, no. 4. It was agreed that two additional items be added to this section; item 6 on committee chair responsibility and item 7 on review of Turn-it-in.com results. A discussion was held on the candidacy exam and how it was implemented in each of the colleges. A discussion was also held on committee chairs and their responsibilities and finding people to serve on committees. It was noted that the chair works closest with the student when working out problems throughout the course of the thesis or dissertation. They also discussed the value of having a neutral chair. The group discussed courtesy appointments and indicated that a section was needed on this. It was agreed that three new sections be added to the document: Adjunct Graduate Faculty, Responsibilities for Co-Chairs, and Responsibilities for Members – Academic Committee.

Announcements and adjournment. Dr. Liberman adjourned the meeting at 10:00. He asked that the next draft of the Graduate Faculty Qualifications be emailed to committee members several days prior to the next meeting. He stated that the committee would review and vote on this document at the next meeting. He then encouraged everyone to attend the last meeting. Members not able to attend should review this document and send their comments and proxy vote to Dr. Liberman ahead of time.

Next meeting. The next meeting of this committee is scheduled for April 24, 8:30 a.m., in MH 243. This will be the last scheduled meeting for this committee until fall.

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