

UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

Minutes of October 27, 2010 meeting

Members Present

Patricia Bishop, Jacquie Byers, Ratna Chakrabarti, Mary Ann Feldheim, Stephanie Guittar, Jim Moharam, Eduardo Mucciolo, Paul Rompf, Eladio Scharron, Michael Stern, Axel Stock, Vicky Zygouris-Coe

Recorder

Rhonda Nelson

Call to order. Dr. Moharam called the meeting to order at 10:00 a.m. A quorum was established.

The minutes of the meeting held on October 13 were reviewed and approved.

Resolution adoption: language for the revised UCF Faculty Constitution regarding review of graduate student administrative record change appeals. Revised constitution language was presented to the committee that would extend the functions of the Admissions and Standards Committee to include the review of *graduate* student administrative record change *appeals*. The extended function of this committee had previously been approved, pending adoption of revised Faculty Constitution language, by Dr. Maribeth Ehasz, Vice President of Student Development and Enrollment Services, and who is responsible for the committee, and by Dr. Patricia Bishop, Vice Provost and Dean of the College of Graduate Studies. The committee began reviewing the suggested language changes. The changes included: (1) adding language to extend the function of the committee to include the review of *graduate* student administrative record change *appeals*, to parallel the identical function of the committee for undergraduate appeals; (2) adding "University" to the name of the committee, to indicate its functions for both undergraduate and graduate students; and (3) including language to guarantee that three of its faculty members would be members of the Graduate Faculty, and thus familiar with graduate student issues. Discussion was held on how graduate administrative records changes were being handled at the present time. Dr. Stern indicated that administrative record change decisions were made by the College of Graduate Studies, that there was a need for a different body to review any appeals of these decisions, and that the Admissions and Standards Committee has the right expertise to review these. A question was raised as to whether this committee had the time to review graduate appeals. Dr. Bishop indicated that the committee has already been assisting with this for the past 5-6 months. A motion was passed unanimously approving the extended function of the committee and the corresponding revised Faculty Constitution language. The precise revised language was to be worked out, so as to be appropriate to the new format of the revised Faculty Constitution. The document would be presented to the Steering Committee of the Faculty Senate. Dr. Bishop indicated that she would be talking further with Ida Cook and Maribeth Ehasz on Friday about this. Jim Moharam and Michael Stern were invited to attend the meeting.

Continued discussion: number of split level (4000/5000) courses in a program. Discussion resumed regarding split-level classes. Dr. Mucciolo shared feedback from COS - some programs indicated that a cap on the number of split-level classes would adversely affect their programs. Dr. Zygouris-Coe suggested that guidelines on split-level classes were needed. She further noted that teaching these classes at two levels increased the burden on the faculty instructor. Dr. Stern indicated that limiting split-level classes would be hard to enforce, since it was difficult to identify these courses. An alternative was discussed where 5000 level course designations could be used for classes with both undergraduate and beginning graduate enrollment. It was noted that undergraduates who enroll in 5000 level courses pay at the higher, graduate rate - this is one of the causes for the prevalence of split-level classes. The difficulty of changing this charging structure was discussed, with the suggestion that students be charged based on their Ugrd/Grd status, rather than the course level. It was noted that using the 5000 level to indicate the type of courses now being taught as split level would be troublesome, as most current 5000 level courses would need to be changed to the 6000 level. Nursing noted that they do not have a lot of students that this would affect. Dr. Moharam indicated that, in general, the lecture and content was the same for split-level classes but the assignments and grading were more rigorous. The alternatives being considered were: (1) eliminate split-level classes and replace with 5000 level courses; 2) use 5000 level designations only for split level classes, and change all other 5000 level courses to 6000 level; and 3) provide guidelines on split-level classes and consider having a limit on the number of split-level classes that a program can have. The committee agreed that it was too much of a burden to change all 5000 level courses to 6000 level and then use 5000 level numbers for split-level classes only. The committee discussed the ramifications for the policy requiring at least 50% of a student's program of study to be at the 6000 level or above. The committee also considered whether having mixed Ugrd/Grd courses offered at the 5000 level would limit the feasibility for undergraduates to handle the academic material. It was noted that split level classes were used on occasion to create the new classes for new graduate programs - a suggestion was made that such classes be allowed to be taught in the split-level format for only the limited period of time necessary to build graduate enrollment. The committee as a whole leaned toward: (1) continuing to allow a limited number of split-level courses; (2) providing guidelines for such classes; (3) to limit the number to two or three; and (3) to restrict such classes to electives, except for special circumstances.

Next meeting. Draft split-level guidelines based on the ideas discussed today. Have Dr. Stern meet with Registrar's Office regarding identifying split-level classes and look into whether UG fees can be charged to undergraduates that take 5000 level courses based on their undergraduate status. Discussion of split-level classes will be continued at the next meeting.

Adjournment: The meeting was adjourned at 11:35 a.m.

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