

UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

Minutes of November 10, 2010 meeting

Members Present

Jacque Byers, Ratna Chakrabarti, Mary Ann Feldheim, Stephanie Guittar, Jim Moharam, Eduardo Mucciolo, Eladio Scharron, Alejandro Sepulveda, Michael Stern, Axel Stock, Vicky Zygoris-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 27 were reviewed and approved.

Report on revisions to the UCF Faculty Constitution regarding the language describing the duties of the Standards and Admissions Committee. Dr. Moharam gave an update on this – the revised language was approved by the Faculty Senate Steering Committee.

Continued discussion: number of split level (4000/5000) courses in a program. Discussion resumed regarding split level classes. A handout was distributed on the current guidelines in the faculty and program director's guides concerning split-level courses. Dr. Stern shared that he had contacted the Registrar's Office and Dan Mayo, from the Office of Student Accounts. Dan indicated that the state mandates charging by course, not by student status. Thus, this can only be changed at the state level. Other possible mechanisms for maintaining graduate rigor in split-level courses were discussed, including: (1) limiting the proportion of undergraduates by specifying limits on graduate and undergraduate enrollment; or (2) setting a GPA requirement for undergraduate enrollees. The committee then discussed possible mechanisms to identify split level classes. There is a possibility of designating this on the student's transcript using the special topics description field. It is also possible to designate courses as split-level on the audit in DARS. The committee was hesitant to include a split-level designation on the student's transcript, since the student would have taken the course at the level at which they enrolled. The committee requested an additional guideline be added stating that students that have taken the 4000 level class cannot subsequently take the same class at the 5000 level. The committee then considered appropriate mechanisms to limit the number of split-level classes – by student (program of study limits), or by program (number of split-level courses in a program). This issue was not resolved. However, the committee decided that a list of split-level course offerings should be provided to graduate programs and should be reviewed as part of the 7-year program review. The committee further discussed appropriate guidelines for required versus elective courses. Dr. Mucciolo indicated that some split-level classes within COS are required courses. The general committee consensus was that split-level classes are only appropriate for program electives; exceptions for required courses were reasonable as a transitional mechanism while a program was growing towards full enrollment. Required laboratories and performance courses were also mentioned as possible exceptions to be offered as split-level classes.

Next meeting. Guidelines will be drafted for the next meeting based on today's discussion and reviewed at the next meeting.

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