

# UCF Graduate Council

[Home](#) > [Policy](#) > [Minutes](#)

## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of December 08, 2010 meeting

**Members Present**

Patricia Bishop, Jacquie Byers, Ratna Chakrabarti, Mary Ann Feldheim, Stephanie Guittar, Jim Moharam, Eduardo Mucciolo, Paul Rompf, Michael Stern

**Recorder**

Michael Stern

**Guests Present**

Max Poole

**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 November 24 were reviewed and approved. The final drafts of the policy and guidelines for split-level courses were approved and adopted by unanimous vote.

#### Scholarly Integrity/Responsible Conduct of Research:

Dr. Max Poole presented an overview of the mechanisms being used to train graduate students at other institutions in aspects of scholarly integrity (SI) and the responsible conduct of research (RCR). He introduced the results of a project promoted by the Council of Graduate Schools, in which seven institutions participated in establishing SI/RCR training for their graduate students. (The Council of Graduate Schools has developed a list of topics that are relevant for this type of training.) The results of this project point out a need for face-to-face discussion. Dr. Poole then reviewed the draft proposal for UCF, which was requested by the Provost when he first arrived at UCF. The UCF proposal is based on the model Penn State developed, requiring CITI training and four case-based workshops for all doctoral students to complete prior to advancement to candidacy. The committee discussed alternative options for students for whom face-to-face workshops would present scheduling difficulties. Dr. Bishop mentioned that modules in existing courses would be acceptable. Web-based workshop alternatives were also mentioned, but the importance of maintaining opportunities for issue discussion was stressed as a critical component for student mastery of these topics. The committee reiterated that other members of the graduate community besides doctoral students should be required to have some aspects of this training, including faculty, who should receive training upon their initial appointments, with a possible requirement for appointment to the Graduate Faculty. The committee indicated that each program should determine the scope of the ethics training they expect of their faculty, and institutionalize their requirements as part of the seven-year review process.

The Committee then began to outline its policy recommendations.

(1) Ethics training requirements should eventually extend to all graduate students involved in conducting research, with a completion deadline of advancement to candidacy for doctoral students and graduation for master's students. (2) The committee stressed that it is important to distinguish training modules concerned with academic ethics versus research ethics. All graduate students should be required to fulfill the former requirements. (3) Fulfillment of ethics training requirements should be tracked formally on Programs of Study.

A draft policy will be created by Dr. Stern for discussion at the next meeting.

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