

# UCF Graduate Council

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## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of January 19, 2011 meeting

**Members Present**

Patricia Bishop, Tom Bryer, Ratna Chakrabarti, Mary Ann Feldheim, Stephanie Guittar, Jim Moharam, Eduardo Mucciolo, Paul Rompf, Eladio Scharron, Michael Stern, Axel Stock

**Recorder**

Michael Stern

**Guests Present**

Tracy Jones

**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 December 8, 2010 were reviewed and approved.

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

A draft policy was reviewed concerning training requirements for incoming doctoral students on academic integrity and the responsible conduct of research. Two major issues of discussion concerned: (1) the time period specified for fulfilling the requirements; and (2) alternatives to the face-to-face workshops. A number of changes were suggested on both of these issues, and will be incorporated into the next draft. Dr. Bishop stated that she will work with each of the doctoral programs if they need to develop curricular alternatives to the workshops. Several ideas were suggested concerning the timing of completion of the required CITI modules, including: (a) prior to engaging in federally-funded research; (b) prior to involvement in human research; and (c) "preferably prior to starting research activities." The committee agreed that the policy should state explicitly that the required training should be conducted in a manner that is "consistent with federal regulations." Dr. Moharam proposed that the policy remain general and broadly relevant. The committee recommended that the policy include a list of workshop topics.

Dr. Moharam commented that this new requirement represents a major change in policy, and therefore would have to be brought to the Steering Committee of the Faculty Senate. The policy will be submitted with an information sheet containing the planned core and elective workshops and best practice guidelines.

Dr. Bishop agreed to the committee's recommendation that the College of Graduate Studies website host a site that would serve as a source of informational resources that can be used in developing and delivering the content covered in the training workshops.

The committee also discussed mechanisms to inform and train graduate students concerning general academic integrity issues, and recommended that this be done within a new student's first term. A handout listing the key elements of academic integrity should be made available at orientation and provided to all new graduate students.

**Adjournment:** The meeting was adjourned at 11:30 a.m.