

UCF Graduate Council

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

GRADUATE POLICY COMMITTEE MINUTES

Minutes of February 09, 2011 meeting

Members Present Jacquie Byers, Ratna Chakrabarti, Jim Moharam, Eduardo Mucciolo, Paul Rompf, Eladio Scharron, Michael Stern, Axel Stock, Vicky Zygouris-Coe

Recorder Rhonda Nelson

Staff Members Tracy Jones, 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 January 19 were reviewed. A question was raised regarding the policy being submitted in the form of a resolution. Dr. Moharam indicated that the resolution was seeking the Steering Committee's approval for instituting an ethics training requirement for all new doctoral students. The details of the requirement will be specified in the policy approved by the committee; this would permit greater flexibility in future clarifications and refinements of the requirement details. The minutes were approved.

Scholarly Integrity/Responsible Conduct of Research:

Discussion was held on the resolution. Dr. Stern indicated that the committee was discussing three different aspects of scholarly integrity and the responsible conduct of research: general issues of academic integrity, general issues pertaining to the responsible conduct of research, and issues relevant to specific disciplines (e.g. IRB training). Dr. Poole said that most incidents involve breeches of academic integrity. Dr. Stern updated the committee on other measures being established for ethics instruction directed at the entire UCF graduate community. Graduate Studies is working on a 1 page overview of academic integrity that will be sent to all incoming students and will also be used as a handout at orientation. Graduate Studies has also met with Tom Cavanagh, who is developing an ethics video module that students will have to complete when they start their first online course. Another ethics video is being developed for all first year UG and graduate students. Dr. Poole shared that he serves on 3 different ethics committees to help develop content that is appropriate for UCF graduate students. Dr. Chakrabarti shared a syllabus used in an ethics class that Dr. Kolattukudy teaches to COM graduate students. Dr. Poole shared that NIH is very specific on what should be covered, while NSF leaves the content open to faculty development. Minor edits were suggested and approved. The committee voted on the resolution as amended. Dr. Moharam indicated that this would be submitted to the Steering Committee. The motion was made and carried. It was noted that the committee still needs to consider whether additional ethics training will be sought for master's students.

Discussion was then held on the detailed policy. A question was asked if we should include an assessment in the workshops. Dr. Poole indicated that the CITI module contained assessments, and indicated that the workshops would include case studies. Dr. Poole indicated that the planned workshops will be led by instructors on a voluntary basis. A question was raised on what would be the minimum requirements for the workshops and if syllabi would be developed. Dr. Stern shared that the content is being developed right now, and content source material would be made available on the Graduate Studies website. Another question raised was if a student could get a partial waiver of some of the workshop requirements if the program was already teaching some of the material. The current policy draft does not allow this. Two additional suggestions were made: (1) to create an ethics training FAQ sheet; and (2) to communicate the availability of training source material to program directors. Graduate Studies will take on both of those tasks. Dr. Stern will update the policy based on the suggestions. Dr. Moharam stated that the committee would review the policy at the next meeting prior to the presentation to the Steering Committee.

The core and elective workshops handout was reviewed. The names of the workshop groupings was discussed, and it was felt that clarification was needed for what distinguished core vs elective workshops. The committee agreed that the core workshops covered fundamental training material. Tracy Jones indicated that workshop attendance would be tracked in a student's checklist file. Programs may wish to specify in the new ethics section in the doctoral handbooks how their students will be expected to fulfill the ethics training requirement.

Half-time T/D enrollment definition for the Office of Student Financial Assistance.

Dr. Stern noted that in order to decide on student loan eligibility, the Office of Student Financial Assistance (SFA) is seeking a uniform definition of half-time enrollment for students enrolled in thesis and dissertation credits. SFA is requesting a definition of the reasonable value of expected student engagement for half-time enrollment, and whether enrollment in fewer than three credit hours represents this degree of engagement. The committee will continue discussion of this issue at the next meeting.

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

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