

UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

Minutes of September 10, 2014 meeting

Members Present Cheryl Cabrera, Yoon Choi, Linda Colding, C. Ross Hinkle, Atsusi Hirumi, Annette Khaled, Jim Moharam, Liqiang Ni, Mary Jo Ross

Recorder Rhonda Nelson

Staff Members Tracy Jones

Welcome and call to order. Chair Khaled called the meeting to order and a quorum was established. The chair welcomed everyone to the first meeting for this fall. Introductions followed. Chair Khaled gave an overview of the responsibilities of the committee. Rhonda then gave a demo of the Graduate Council website. The responsibilities of the committee, the member list, the agendas and minutes of the meetings are available on this site. The working polices and final approved polices are also located on this site.

Proxy voting. The committee agreed that proxy voting would not be allowed if any members were not able to attend a particular meeting; however, it was agreed that committee members could join the meeting via teleconference and vote on issues if they were not available to attend in person.

Review of Appeals Deadlines. This issue pertains to appeals in term of graduation and the latest date that appeals can be reviewed. This issue was tabled and will be reviewed at the September 17 meeting. Jana Jasinski will be invited to attend and join in the discussion.

Graduate Faculty Ranking for lecturers/instructors currently classified as faculty scholars. We now have ranked lecturers and instructors, some have research assignments and are active researchers. The question was whether these lecturers and instructors should have the option of having graduate faculty ranking, not just scholar ranking, provided they have an appropriate terminal degree. One comment was some lecturers and instructors are not permanent and come and go. Another comment was that if they were a lecturer and had a terminal degree and were doing research, they should be considered for faculty ranking. One question was whether this would be a hardship for some colleges. Would this help some of them with their promotion? It was also pointed out that some lecturers have been here a long time and also have a research background and should be considered. It would be up to the Program Review Committee to review and approve them. After much discussion, the committee voted to change the wording in the current policy to include ranked lecturers/instructors in the first paragraph of the *Graduate Faculty and Graduate Faculty Scholars* policy. Dr. Moharam indicated that since this was just a wording adjustment, it would not require a Faculty Senate vote. Dr. Moharam will share this change with the Faculty Senate.

Requirement for students to be on campus to defend their thesis/dissertation. This was brought forward from a Distance Learning meeting that Dr. Hinkle attended. The issue was raised on a master's thesis and the student wanted to defend at a distance. Some committee members stated that students, regardless of their on-line experience, should come at least once to campus to defend their thesis/dissertation. Other committee members were very much for defending at a distance and pointed out that there was a need to keep up with technology. Some felt that doctoral students should defend in person, while masters students would have the option of defending on-line, depending on their program. A question was whether it would depend on the subject area on whether or not a person should be allowed to defend via distance. Some indicated that there may be complications with skype. One suggestion was to think about transitioning toward online defenses first and not change the policy immediately but prepare to move forward. It was pointed out that this may not only affect online programs but other programs as well. Another question was whether a subcommittee be created to review this policy. Another comment was that maybe we don't need to change the policy but to look at each situation on a case by case basis. The committee requested to look at what other universities were doing. A suggestion was to invite Joel Hartman or Tom Cavanagh to an upcoming meeting to talk about technology. The committee agreed to table this item and get more information on the pros and cons. This item will be brought back once additional information has been gathered. Tracy Jones will gather information on what other universities are doing.

GTA and non-GTA graduate teaching assistant guidelines. The discussion was on graduate students who weren't on an assistantship and hired as a non GTA who volunteer to teach; some do not have the GTA training. It was pointed out that anyone teaching a class needs to be aware of Title IX and the FERPA rules. A question raised was whether we can require training of all graduate students. The committee requested to review current GTA procedures. A suggestion was to invite Elliot Vitte to talk to the committee about what training they do for the UTAs. Another suggestion was to have online training for this. This item was tabled and more details will be gathered. The committee will review this item at the September 17 meeting.

Announcements and adjournment. Dr. Khaled summarized the discussion of the agenda items and indicated that at the next meeting, the Appeals Deadlines and the GTA teaching assistant guidelines will be reviewed. The meeting adjourned at 12:00 pm. The next meeting is set for September 17.

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