

# UCF Graduate Council

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

## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of January 28, 2015 meeting

**Members Present** Cheryl Cabrera, Youngsoo Choi, Linda Colding, Kendall Cortelyou-Ward, Atsusi Hirumi, Annette Khaled, Jim Moharam, Andrew Randall, Mary Jo Ross

**Recorder** Rhonda Nelson

**Guests Present** Andrew Holloway, Chuck Reilly, Bob Yancello, Joel Hartman, Adiaak Gavarrete, Andrew Hosler, and additional guests from CS & T

**Staff Members** Jana Jasinski, Nathalia Bauer, Debra Winter, Carreen Krapf

**Welcome and call to order.** Chair Khaled called the meeting to order and a quorum was established. The guests were introduced. The minutes were approved with no changes.

#### **Requirement for students to be on campus to defend their thesis/dissertation.**

Dr. Joel Hartman and CS&T staff gave a demo of what a remote defense would look like. He indicated that Lync was rolled out to the entire campus. He went through the various steps of the demo which included room location, someone to coordinate the presentation, having a premeeting one week before, and then having the defense. The round table camera with panoramic view could be purchased or rented. CS&T has cameras that can be rented. There are 7 or 8 rooms around campus that are preconditioned for this type of use. There will be training available for those who want to learn the basics. A camera can be purchased for \$3000 to \$4000. This device doubles as a camera and speaker phone. Lync is federated with/skype and can federate with other universities. Once they are hosted out on the enterprise system, then a Lync invitation can be sent. The camera uses a standard connection. All students in Knights email have access to Lync as well as faculty and staff. They will be doing Lync training in February, March, and April. External members would use the web browser and would link in via a URL. The minimum needed is a microphone and a person can join the meeting w/o a camera. Meetings can be recorded and reviewed. Wire connections are needed for the host and the student. One suggestion was that a proctor could validate the student's T/D.

After the demo was finished, discussion followed regarding defending remotely. Several colleges agreed that they would like this capability. The COM has had quite a bit of experience with these types of meeting due to their split colleges. You can have 16 tiles open and then the system goes to active speaker mode up to 250 people. A question was asked what would happen if there were technology problems and the student could not defend that day. Dr. Hartman suggested that a solid contract be completed between the student and the department ahead of time. A question was raised on how many remote defenses should be allowed. Some indicated that they didn't want this to be a substitute for an oral defense because their first choice would be to have the student physically present.

Dr. Khaled then asked the committee if they wanted to allow working towards this option and how they wanted to set up the conditions. One comment was that checks and balances were needed. The student's committee chair should make the ultimate decision to allow this. Students should know the semester before if they need to defend remotely and should sign an agreement with their department. The committee should come up with an overall standard and each college should have their own sub standards under this. This committee should have the minimum guidelines in place. It should be up to each college as to whether to accept the standards. Others in the room agreed to this. Gate keep the link to the defense. Promote through the public part that the public can attend in person and do not promote through the link and do not publish the link. To summarize, the majority of the committee agreed that this defense option should be considered, a set of standard guidelines should be developed, department chairs should approve the request for remote defenses, and that advance notice the semester before would be required from the student. If a department does not approve of the student defending remotely, then they should be able to stop the process. The committee agreed that students would not be able to appeal the option of defending remotely.

**Announcements and adjournment.** Dr. Khaled indicated that she would prepare a draft policy based on the conversation from today's discussion. Due to conflicting schedules, there will be no meetings on February 11 or 25. The committee will be sent a doodle poll to find a time to meet for the February meeting.

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