

UCF Graduate Council

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

GRADUATE POLICY COMMITTEE MINUTES

Minutes of February 27, 2015 meeting

Members Present

Karen Aroian, Yoon Choi, Linda Colding, Kendall Cortelyou-Ward, C. Ross Hinkle, Annette Khaled, Jim Moharam

Recorder

Michele Pozdoll

Staff Members

Tracy Jones, Rhonda Nelson

Welcome and call to order. Chair Khaled called the meeting to order a quorum was not established. The minutes were approved with no changes.

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

Dr. Khaled indicated to the committee that since a quorum was not established, a discussion would be held on the requirements for virtual defenses. All other agenda items were tabled. The discussion included suggestions and comments from the members present. One member indicated that the Lync system should be strongly encouraged since that was the system that the Information Technologies & Resources team researched and is currently available across campus. A question was raised regarding when the student should seek approval for a virtual defense. It was recommended students should request approval by the time they file their intent to graduate. Some thought the defense deadline should be moved up, but not all agreed. Some felt that the defense deadline should be the same for both oral and virtual defenses. All agreed the chair or advisor must be present with the student. Should technical support also be available if a student decides to defend remotely? The consensus was to have a technical person, a chair, and the student in the room. Programs need to be the ones officially approving the virtual defense. Individual programs may add further restrictions or requirements. Programs should develop a procedure for implementing the virtual defense and it must be published in the catalog and the handbook. Approvers should be the dean, the chair, the program directors, and the actual advisor.

Since this will be the last meeting to get policy items to the Steering Committee, Dr. Khaled informed the committee she would write up a statement with suggestions from this meeting. The statement will be sent to Dr. Moharam to share with the Steering Committee.

Announcements and adjournment. Dr. Moharam indicated that he will not be available for the next meeting. The virtual defense statement will be addressed at the March 18 meeting. The meeting adjourned at 12:50 p.m.

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