

**Minutes Graduate Council Policy Committee**  
**March 29, 2017**  
**10:30 a.m., MH 395E**

**Members Present:** Jim Moharam (chair), Andrew Randall, Meg Scharf, Karen Aroian, Annette Khaled, Alan Fyall, Yoon Choi, Paul Dombrowski, Zixia Song, Kendall Cortelyou-Ward, and Atsusi Hirumi.

**Staff Members:** Tracy Jones, Michele Pozdoll, Devon Jensen.

**Recorder:** Michele Pozdoll

**Welcome and call to order.** Dr. Jim Moharam called the meeting to order and a quorum was established.

**Approval of minutes from the last meeting.** Minutes approved from February 22<sup>th</sup> meeting.

**Zero credit hour courses-**The new policy was reviewed and approved by all. This policy will apply to all students effective with the 2017-2017 catalog. Should be coded as 0,00 on the Course Action Request Form (CAR), that goes to the Curriculum Committee.

*“Zero credit hour courses, by definition, have no impact on the overall program hours and should not be used to add fundamental discipline content. The zero credit hour course must not exceed the expected time commitment associated with one credit hour, i.e., “the amount of work...that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time.” A zero credit hour course can include laboratory work, internships, practical, studio work, and other academic endeavors.”*

**Final review of Interdisciplinary language change-**The new policy was reviewed and approved with changes to be shown approved by the Faculty Senate Curriculum Committee instead of approved by the College of Graduate Studies.

*“At least 50 percent of the credits offered for the degree are expected to be derived from a single field of concentration (i.e., one department). However, programs that are interdisciplinary in nature may be exempt from this policy upon approval by the Faculty Senate Curriculum Committee.”*

**Annual Reports and feedback from Graduate Associate Deans-Will need to approve policy in fall semester-**The feedback from the Associate Deans was they are very much in favor to move forward with the annual review process. Dr. Klonoff would like some sort of standardized form, so the information can be collected into a database. **Add career information to the standardized form.** Would like to allow students to also have access, so they can make adjustments and correction, as they are being evaluated. Not collecting the annual reviews at this time, waiting until the electronic system is in place. Looking for a vendor who UCF can use

for the electronic system, may be a work flow process. The work flow process will be set up for who in each area should be approving the program reviews for the particular student. At this point the policy committee agreed we should implement an annual review. Cannot make a final policy until we know how the electronic system will work. Wait until fall to make a final vote on this as a new policy. As some program are already using the program review. A suggestion was made that this should apply to all students. Also a suggestion that a minimum amount of data wanted to be collected by Graduate Studies and each program can add data what they think will be necessary. Tracy will bring critical data fields to the next scheduled meeting for review.

**Course Syllabi-Quick update-**Tracy discussed a template for syllabi for Independent Studies, as this was brought forward from the Associate Dean's as well. Dr. Weishampel will develop a quick standard template for syllabi for Independent Study programs. Will not develop one for research. **The template will be reviewed and discussed at the next policy meeting.**

**Discussion of possible new process for Graduate Faculty Nominations and web display-** Associate Dean would like the Policy Committee to review the Graduate Faculty nomination process. A process to be in place where any program that wants a faculty member to serve as a chair on a committee in their program to be nominated. Basically, a faculty member can be nominated by multiple programs. So a faculty member would have graduate status in another department. Concerns were faculty would be teaching graduate courses in a department, you're not attached to or train in or have any experience in. Currently the Graduate Faculty website does show the program the faculty are affiliated with. Faculty should list their areas of research. The nominations currently are decided by the College of Graduate Studies. It was suggest to remove the disciplinary affiliation, keep the affiliated website, which will be helpful for the student to see the faculty member's research. **Not a policy issue, the webpage just needs to be corrected/updated.**

**Discussion on "I" Grades-**Continue to have issue with I grades and the I grade agreement form not being attached, when the student is being graded. The students have 1 year to complete the work or the I grade or the grading system will turn the grade into an F grade. Understanding from members of the committee, is that the I grade form automatically populates when entering the I grade in the UCF grading system. Not enough information is being recorded on the agreement or followed up on, which may be causing the issue. Maybe have a shorter deadline for the I grade to turn into an F grade instead of 1 year. **The committee decided it is a program issue not a policy issue.**

**Thesis and Dissertation New Statement-** *will be on next agenda or in the fall semester.*

**Adjournment.** The meeting adjourned at 11:30 am. The next meeting is set for April 26<sup>th</sup>.