Graduate Curriculum Committee
April 21, 2014 Cancelled
Committee will review items via email

<u>AGENDA</u>

1) Approval of minutes from the last meeting

2) Revisions to the AEHF Psychology PhD and Master's en route revisions

Members of the Graduate Council Curriculum Committee:
Tosha Dupras, COS (Chair)
Deborah Breiter, RCHM
Donna Malvey, COHPA
Charles Kelliher, CBA
Patrick Murphy, CAH
Art Weeks, CECS
Joyce Nutta, CEHP
Terrie Sypolt, LIB
Julee Waldrop, CON
Boris Zeldovich, COP
Antonis Zervos, COM
Lucretia Cooney, GSA
Max Poole, CGS Liaison

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Program Recommendation Form

This form is to be used to revise, add, suspend, or delete degree programs, tracks, or certificate programs. If there are changes to a program and the changes will affect the program tracks also, one form may be used for this type of change.

PLEASE NOTE: The deadline for new tracks or certificates is **February 1 of each year**. Any proposal for new tracks or certificates received after this date will not be included in the next year's catalog. Revisions to existing programs, tracks, or certificates are **due by March 15**. Any proposals for revisions received after that date will not be included in the next year's catalog. Please include catalog copy (description, curriculum, contact information, application requirements, and application deadlines). For revisions – attach the catalog copy **showing changes** (use Track Changes in Word).

College/Unit(s) Submitting Proposal: College of Sciences

Proposed Effective Term/Year: 2014 - 2015

Unit(s) Housing Program: Department of Psychology

Name of program, track and/or certificate: Psychology PhD & Masters en route-Applied Experimental and Human Factors Psychology Track

Brief description of program (this description will show up in the graduate catalog copy): *Do not add complete catalog copy here.*

DELIVERY - Will program be delivered: ☐ Face to face   ☐ Completely online   ☐ Mixed delivery

Admissions deadlines: (Please specify if you have a different deadline for the track than for the program?)
no change

Application requirements: (Please specify if you have different application requirements for the track than for the program? Will you admit directly to the track?)
no change

Program Director(s) and contact information: (name, email, phone, campus address, program website address)
no change

VP09 Rev. 3/12/2012

Please check one: this action affects a: ☐ Program ☑ Track ☐ Certificate

Please check one: this action is a(n):

☐ Addition. Please proceed to Part A.

☑ Revision. If a revision applies to multiple tracks, please list them here and then proceed to Part A:

AEHF PhD students from previous catalog years may be advanced to new catalog year for updated requirements

☐ Inactivation

☐ Temporary Suspension of Admissions. Give Length of Suspension:

Temporary suspension of admissions: The program will be removed from the online application. A notation will be entered in the graduate catalog indicating the length of the suspension of admissions. Currently enrolled students will not experience any issues with continued enrollment.

Inactivation: Admissions will be suspended for new students and the program will be removed from the online application. Students active in the program are eligible to complete the program under the appropriate criteria and an appropriate teach-out plan is required. The program will be removed from the catalog as of the approved term.

If you checked inactivation or you are temporarily suspending admissions, please go to Part B and complete it.

Signature Page

RECOMMENDATIONS

☑ Yes ☐ No Department Chair: _~Jeff E. Cason~_ Date: _11/6/13_

☒ Yes ☐ No College Curriculum Committee Chair: _Axel F. Clare_ Date: **4/7/14**

☑ Yes ☐ No College Dean: _Michael J._ Date: _4-7-2014_

☐ Yes ☐ No Chair or GSC: _____ Date: _____

☐ Yes ☐ No Dean, College of Graduate Studies: _____ Date: _____

APPROVAL

Provost and Executive Vice President: _____ Date: _____

Distribution: After approval is received from the Provost, distribution will be to:

Department(s); College; Registrar; Associate Registrar; Institutional Research; Academic Services; Faculty Senate; University Analysis and Planning Support; College of Graduate Studies

Part A – For <u>additions or revisions</u> of programs, tracks or certificates

Brief statement of rationale: (Please indicate the rationale, how it affects the unit and faculty teaching in and students enrolled in the program, track or certificate.)

remove the 6-hour credit requirement from the internship. the internship is one of the three (submit a paper in ergonomics & design, submit a patent, or complete an internship) optional competency domains. the other two options do not have credit hour requirements. tuition waivers for internships are also difficult to secure during the summer.

For Revisions:

Brief listing of Program Changes: (Please indicate the changes in bullet format. If there are changes to the credit hours of the program, required courses or other requirements, please state those changes. **Remember to attach the catalog copy showing changes, using Track Changes in Word.**)

*reduce program required courses from 81 hrs. to 75 hrs.
*remove PSY 6946 internship from required courses list
*the total program requirements of 75 hrs. is still above the average 71 hr. requirement by similar programs (see attached documents)

masters in route will decrease from 66 hours to 60 hours.

Will students be moved from an existing program, track, or certificate into this new program, track, or certificate?

☑ Yes   ☐ No

If yes, state the name of the program or track where students are currently enrolled and provide a list of students if possible:

AEHF PhD Students from previous catalog years may be advanced to new catalog year

Will students have the option to stay in their existing program, track, or certificate?   ☑ Yes   ☐ No

Name Change

Are you changing the name of an existing program, track, or certificate?   ☐ Yes   ☑ No

If yes, provide the new name of the program, track, or certificate:
N/A

Provide the name of the current program, track, or certificate:
N/A

When is the name change effective? Please note: A name change will apply to the record of all students who are currently enrolled, readmitted or newly admitted into this program as of the effective date of this change.
N/A

Will students have the option to stay in their existing program, track, or certificate? ☐ Yes ☐ No
N/A

If you are requesting a CIP Code change for an existing program, track, or certificate, please provide:

old CIP:
N/A

new CIP:
N/A

If a name change is your only revision, stop here. Otherwise, complete the rest of Part A.

Part A - Continued

Specify the faculty who will participate in the program, track or certificate and their credentials to do so: (List faculty and a brief paragraph of their credentials.)

no change to previously approved faculty.

Impact of changes on students: Will current students be impacted by the addition or revision of a program, track or certificate? If so, how?

only those who choose to advance to new catalog year.

If applicable, provide a written agreement (email is fine) from all involved units that they are in support of, will provide courses to, or will participate in the program, track, or certificate. Please attach the correspondence and also list the units here.

N/A

If an addition, provide a statement of who is likely to enroll and why. Please state if there is licensure or certification that depends upon this education, etc. Also, complete the following table.

N/A

	Year 1	Year 2	Year 3
Headcount			
SCHs			

If an addition, indicate likely career or student outcomes upon completion: (What will students do? What will their job titles be?)

Part A - Continued

If an addition or there are substantial REVISIONS to existing tracks or certificates, please complete the following table on financial support: (Specify all forms of support – assistantships, fellowships, and tuition remission.)

	No. assistantship students	Source of funds	No. fellowship students (specify fellowship)	No. tuition remissions	Source of funds
Year 1					
Year 2					
Year 3					

Checklist of items to be provided:

☐ Electronic graduate catalog copy for additions; track changes included if there are revisions. (required)

☐ Attach all appropriate course action requests that will be necessary to implement the changes. (required)

☐ Emails showing consultation with other units. (if applicable)

☐ If an addition, list of 1-3 students and 1-3 faculty for profiles in the graduate catalog (provide email address so Graduate Studies can contact them to write profiles and take photos). You may provide draft copy of profiles if you wish.

☐ If an addition, what disciplines does this program, track or certificate belong to? What other UCF graduate programs, tracks, or certificates are related to it? This information will be used to provide additional links for prospective students to search in the online graduate catalog.

Part B – For inactivations or suspensions of programs, tracks, or certificates

Are students currently enrolled in the program? ☐ Yes ☐ No

If yes, number of current students:

_____

Please specify the intended time period of inactivation or suspension:

_____

If program, track, or certificate is being inactivated or suspended, then attach a "teach out" plan for all current students specifying how they can finish the program or where students will be placed if moving to another program. The "teach out" plan should specify when courses will be offered to enable students to finish. Specify whether students will remain in the existing program to finish, and if so, when the completion date will be, whether students will be moved to another program, etc. Please provide a list of students where applicable.

Sample teach out plan: Enter the terms and courses that will be taught for each term throughout the last semester. **Please delete course prefixes and numbers in this section if no teach out plan is required.**

Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012

Checklist of items to be provided:

☐ Attach all appropriate course action requests that will be necessary to implement the changes. (required)

☐ E-mails showing consultation with other units. (If applicable)

PROGRAM DESCRIPTION

Students seek to develop their capacity to design, conduct, and apply human factors research in a variety of professional settings when earning their Psychology PhD in Applied Experimental and Human Factors Psychology.

CURRICULUM

For students who enter with a baccalaureate degree, the Applied Experimental and Human Factors track in the Psychology PhD program requires a minimum of 75 credit hours, and students may earn the MA degree in route to the PhD by completing all of the requirements of the PhD except for dissertation. For students who already have a master's degree in Psychology, the MA is not available. Students who enter with a master's degree in psychology will be allowed to waive up to 30 hours of graduate course work to the doctoral program with approval of the program faculty, and will also be required to complete a minimum of 60 semester hours at UCF.

Total Credit Hours Required:

75 Credit Hours Minimum beyond the Bachelor's Degree

Required Courses—42 Credit Hours

- EXP 5256 Human Factors I (3 credit hours)
- EXP 6257 Human Factors II (3 credit hours)
- EXP 6258 Human Factors III (3 credit hours)
- EXP 5208 Sensation and Perception (3 credit hours)
- EXP 6116 Visual Performance (3 credit hours)
- EXP 6255 Human Performance (3 credit hours)
- EXP 6506 Human Cognition and Learning (3 credit hours)
- EXP 6541 Advanced Human-Computer Interaction (3 credit hours)
- INP 7089 Human Factors Professional Issues (3 credit hours)
- PSB 5005 Physiological Psychology (3 credit hours)
- PSY 7217C Advanced Research Methodology I (4 credit hours)
- PSY 7218C Advanced Research Methodology II (4 credit hours)
- PSY 7219C Advanced Research Methodology III (4 credit hours)

Elective Courses—18 Credit Hours

Students should choose electives in concentrated course groupings: for example, human-machine systems, performance measurement and evaluation, human computer interaction, or simulation and training. Other elective course groupings may be developed for the student's specific interests.

- DEP 5057 Developmental Psychology (3 credit hours)
- EIN 5248C Ergonomics (3 credit hours)
- EIN 5251 Usability Engineering (3 credit hours)
- EIN 6258 Human Computer Interaction (3 credit hours)
- EXP 5254 Human Factors and Aging (3 credit hours)
- INP 5825 Human-Computer Interface (HCI) Design: A Team Approach (3 credit hours)
- INP 7310 Organizational Psychology I (3 credit hours)
- PPE 5055 Personality Theories (3 credit hours)
- SOP 5059 Advanced Social Psychology (3 credit hours)
- PSY 5605 History and Systems of Psychology (3 credit hours)
- DIG 5875C Introduction to Modeling and Simulation (3 credit hours)
- DIG 6432 Transmedia Story Creation (3 credit hours)
- EIN 5255C Interactive Simulation (3 credit hours)
- EME 6613 Instructional System Design (3 credit hours)
- EME 6614 Instructional Game Design for Training and Education (3 credit hours)
- DIG 5876 Quantitative Aspects of Modeling and Simulation (3 credit hours)
- IDS 6916 Simulation Research Methods and Practicum (3 credit hours)
- INP 6072 Applied Research Methods in I/O (3 credit hours)
- PSY 7315 Psychometric Theory and Practice (3 credit hours)
- STA 6714 Data Preparation (3 credit hours)
- STA 6704 Data Mining Methodology II (3 credit hours)
- STA 5703 Data Mining Methodology I (3 credit hours)

Dissertation—15 Credit Hours

- PSY 7980 Doctoral Dissertation (15 credit hours)

Internship—6 Credit Hours

- EXP 6946 Human Factors Internship (6 credit hours; to be completed sometime during the last two years of program)

Quality/Comprehensive Doctoral Examinations

Domain 1: Research

- Published/Publishable Article (1st Author)

Domain 2: Teaching/Professional Presentations

- Undergraduate Instructor Experience, or
- Professional Presentation Experience

Domain 3: Grant Proposal

- Grant Proposal

Domain 4: Professional Experience

- Submit an Article to EID (Ergonomics In Design), or
- Patent, or
- Consulting, or
- Design Project, or
- Complete HF III course
- ~~Internship~~

Domain 5: Research Methods/Critique

- In Class Test Administration Offered in Spring, or
- In Class Test Administration Offered in Fall

Purpose—The purpose of the qualifying and comprehensive examination is to develop and assess competency of professional behaviors in doctoral-level graduate students in the Applied Experimental and Human Factors Psychology program that are consistent with the program's professional training goals. These goals include but are not limited to the development and demonstration of graduate student skills and abilities in (1) Research; (2) competently serving as innovative teachers/instructors in colleges and universities, and as presenters at local, regional, national, and international professional conferences; (3) preparing/reviewing grants; (4) obtaining Professional Experience, and (5) understanding and using Research Methods/Critique.

Requirements, Rationale, and Objectives—Successful completion of qualifying and comprehensive examination requirements reflects the program's desire to ensure overall breadth of training in the field of Applied Experimental and Human Factors Psychology that is complemented by individually tailored professional training experiences and competencies consistent with a student's professional career goals. The five professional domains outlined above are consistent with this intent. Students are required to complete all domains. The student must meet all domain requirements during his or her tenure at UCF. Work completed outside the program will not be considered for domain completion. Some competency domains contain options, and students are free to select any option (see options under each domain in above matrix) in consultation with their faculty advisers.

1. Students fulfill the **Research** domain by submitting an article to a refereed journal. Students must be first or solo author on empirical research that is either published or publishable in a peer- reviewed journal. If the student does not receive word on journal submission by 6 months **or** if article is rejected, the faculty committee will review the student's work and determine if it fulfills the requirement.

   Fulfillment of this component is intended to (a) complement the student's graduate level course work in research methods, design, statistics, and on-going research practica, (b) hone conceptual and professional writing skills related to publishing findings in scholarly journals, (c) encourage students to submit completed scholarly works to journals for peer review, and (d) provide students with the opportunity to receive and react to comments offered by professional journal reviewers.

2. Fulfillment of the **Teaching/ Professional Presentations** domain requires first that <u>all</u> students complete the UCF College of Graduate Studies 2-day GTA Training session. In addition, students need to either serve as instructor of record for an undergraduate class at UCF or complete 5 formal presentations. If the student opts for Instructor of Record of an undergraduate course, the student must do the following: Submit a syllabus, lecture notes, examinations, two course evaluations (mid and end-of-semester), as well as written feedback from the student's major professor or members of the student's doctoral committee who directly observed or viewed videotapes of at least three lectures. If the student opts to conduct professional presentations, that student must complete 5 presentations where he or she is an author and is also the primary presenter. Professional presentations do not include poster presentations or classroom presentations.

   Fulfillment of the traditional **Teaching** domain is intended to provide students with (a) additional training and opportunities to develop instructional skills consistent with university level instruction, (b) the opportunity to receive and react to constructive comments concerning their developing instructional skills, (c) additional opportunities to learn and develop expertise in using newly developed technology and methods relevant to university level instruction (e.g., active learning groups, computer assisted technology, software programs that facilitate and complement traditional instructional activities), and (d) additional expertise in select areas of psychology to prepare them for future professional instructional opportunities following graduation from the University. The **alternative option** under this domain is intended to encourage students to engage in research studies beyond those required by the program and to present their findings at professional meetings. Fulfillment of this requirement is expected to promote research involvement throughout graduate training and promote student competency in (a) developing written submissions of completed empirical works, (b) oral presentations skills with professional audiences, (c) learning and using innovative technology relevant to paper/poster presentations, and (d) receiving and reacting to constructive comments offered by professionals.

3. Fulfillment of this domain requires each student to submit an independent grant application that he or she has initiated. The grant application must be submitted to a funding agency. If the grant is not awarded, its acceptability to fulfill the domain's requirement will be reviewed by the HF faculty committee.

   Fulfillment of the **Grant/Proposals** domain is intended to (a) provide students with additional training and opportunities to critically review a specific area of empirical research related to applied experimental and human factors psychology, (b) hone conceptual and professional writing skills related to submitting grant applications to private and/or public granting agencies, (c) provide students with an opportunity to interact with department and university grant support facilities, (d) encourage extra-department financial support for conducting empirical studies (e.g., federal and private awards for dissertation research), and (e) provide students with an opportunity to receive and react to grant reviewer comments.

4. Fulfillment of the **Professional Experience** domain requires students to engage in professional experience that has an end product that can be evaluated by the HF Faculty committee by doing one of the following: a) Internship (3 months long and consists of 480 hours), a) Submit an article to EID (Ergonomics in Design) or comparable publication [note: article submission cannot be used to meet Domain 1], or b) Consulting or completing a design project that has been pre-approved by the HF Faculty committee, or c) successfully complete HF III course

5. Fulfillment of the **Research Methods** domain requires all students to take an in-class exam administered in either the Fall or Spring semester of each year.

Procedures and Time Guidelines for Completing the Comprehensive Examination

Students admitted to the PhD Applied Experimental and Human Factors Program will complete all of the five professional activity domain options (Research, Teaching/Professional Presentations, Grant Proposals, Professional Experience, and Research Methods/Critique) to fulfill the requirements of the comprehensive exams. Students are strongly encouraged to discuss their preferences and planned course for fulfilling the examination requirements with their academic advisers. Students admitted to the PhD Applied Experimental and Human Factors Program will not be able to use previous work completed at any institution other than the AEHF PhD program at the University of Central Florida (UCF) to fulfill the requirements.

Successful completion of the comprehensive examination criteria is expected within seven years, and must be completed before proposing the dissertation. Each student's comprehensive examination committee (which may be identical to the dissertation committee) will determine whether the student has successfully fulfilled the requirements of the comprehensive examination based on written grading procedures to be outlined by the AEHF faculty. A written summary of the results and the student's Professional Activity Domain dossier will be forwarded to the Applied Experimental and Human Factors Program faculty for review and final approval. The Applied Experimental and Human Factors Program faculty will review each submitted dossier within a three-week time interval. The Director of the Applied Experimental and Human Factors Program will notify students in writing following the successful completion of comprehensive examination requirements. Students may formally propose their dissertation following written notification that they have completed the comprehensive examination requirements.

Admission to Candidacy

The following are required to be admitted to candidacy and enroll in dissertation hours:

- Completion of all course work, except for dissertation hours.
- Successful completion of the candidacy examination.
- Successful defense of the written dissertation proposal.
- The dissertation advisory committee is formed, consisting of approved graduate faculty and graduate faculty scholars.
- Submittal of an approved program of study.

Master of Arts in Applied Experimental and Human Factors Psychology

Students enrolled in the Applied Experimental and Human Factors (AEHF) PhD track may elect to earn a Master of Arts in AEHF Psychology en route to their doctorate. This is a nonterminal master's degree available only to students in the AEHF Psychology PhD track.

Additional Program Requirements

The MA in AEHF Psychology requires a total of 60 credit hours beyond the bachelor's degree, as well as successful completion of the candidacy examination that qualifies the student for candidacy status within the AEHF Psychology PhD. All AEHF MA students take the same credit hours of core courses (less the 15 hour dissertation requirement) as well as ~~6 credit hours of a professional internship~~ and 18 credit hours of electives. All required courses and selected electives are described in the PhD program of study above.

Note: The MA in AEHF cannot be pursued if a master's in psychology or master's in modeling and simulation has already been awarded.

INDEPENDENT LEARNING

Given the nature of graduate training and the pursuit of a doctoral degree, graduate students in Applied Experimental and Human Factors Psychology are required to become involved in independent learning throughout their graduate careers. The obtaining of the master's degree on route to the doctoral degree and the doctoral dissertation are examples of independent learning in which all graduate students participate. In addition, the comprehensive evaluation activities which include passing a research methods examination, teaching, research with publishing, and applied experience are required of all graduate students. Depending upon their career goals, other experiences such as directed readings or additional research projects may be undertaken by the students.

Application Requirements

For information on general UCF graduate admissions requirements that apply to all prospective students, please visit the Admissions section of the Graduate Catalog. Applicants must apply online. All requested materials must be submitted by the established deadline.

In addition to the general UCF graduate application requirements, applicants to this program must provide:

- One official transcript (in a sealed envelope) from each college/university attended.
- Official, competitive GRE score taken within the last five years.
- Degree(s) should be in psychology or an allied area.
- Evidence of successful completion of undergraduate courses in statistics and general areas of experimental psychology.

- Résumé or Curriculum Vitae.
- A clear statement concerning the professional background, the type of research you wish to pursue as a graduate student, and the faculty member you believe would be best suited to serve as your major professor and mentor.
- Three letters of recommendation, with at least two furnished by college or university professors who are acquainted with the applicant.
- Applicants to this program are strongly encouraged to complete the necessary information requested for the ETS PPI (Personal Potential Index) report that is available during the GRE examination. All official PPI reports must be submitted directly to the UCF College of Graduate Studies (use UCF Institution Code: 5233).

Students are not normally admitted to the program without having completed a minimum amount of basic preparation in content related to experimental psychology. This preparation is judged on an individual basis but typically consists of at least 18 semester hours in the following:

- Courses in research methods, computer applications, and statistical methods.
- General experimental psychology courses, e.g., learning, physiological, perception, human learning, cognition, motivation, and measurement.

Applicants are evaluated for program prerequisites and advised of any need for additional preparation. Previous graduate work is evaluated for credit on a case-by-case basis.

Meeting minimum UCF admission criteria does not guarantee program admission. Final admission is based on evaluation of the applicant's abilities, past performance, recommendations, match of this program and faculty expertise to the applicant's career/academic goals, and the applicant's potential for completing the degree. Admission criteria are more stringent because of the competitiveness of the application process.

Application Deadlines

Applied Experimental and Human Factors Psychology PhD	Fall Priority	Fall	Spring	Summer
Domestic Applicants	Dec 15	Dec 15	-	-
International Applicants	Dec 15	Dec 15	-	-
International Transfer Applicants	Dec 15	Dec 15	-	-