

Graduate Council Policy and Procedures Subcommittee
November 8, 2007
8:30 a.m., MH 243

AGENDA

- 1) Welcome and call to order
- 2) Approval of minutes from October 25, 2007
- 3) Resolution GS-3: ETD Dissemination Policy
 - a) Thesis and Dissertation Attachment to be accompanied by ETD Defense Form
 - b) Process for using the attachment and ETD Defense Form
- 4) Possible changes to the constitution
- 5) Review list of agenda items for this year
- 6) Announcements and adjournment
- 7) Next meeting: Wednesday, November 21, 2007, 8:30 a.m., MH 243

Resolution GS-3: ETD Dissemination Policy

Whereas, the university is dedicated to open access of original work for the purposes of scholarship, and

Whereas, the university is mindful of protecting the rights of our students with regard to their original work,

Be it resolved, that UCF will provide the following options for all graduate students submitting an Electronic Thesis and Dissertation

1. Immediate worldwide dissemination with no restrictions.
2. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend
 - a. Option 1
 - b. Option 3, for a period of ___one year ___three years ___five years
3. Dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___one year
 - b. ___three years
 - c. ___five years

Thesis and Dissertation Attachment

To be completed and signed by the student and the thesis or dissertation adviser(s).

Thesis or Dissertation Title / Working Title

Review for Original Work

The thesis or dissertation adviser and committee have reviewed results of the student's submission of the thesis or dissertation through Turnitin.com.

Signature of Thesis or Dissertation Adviser(s)

Date

Recommendation for Availability of Thesis or Dissertation

In addition to the unrestricted display of the bibliographic information and the abstract, we agree that the above mentioned document be placed in the ETD archive with the following status (choose one of the options below).

1. Immediate worldwide dissemination with no restrictions.
2. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend
 - a. Option 1
 - b. Option 3, for a period of ___one year ___three years ___five years
3. Dissemination with limited access to the UCF community (unrestricted display of bibliographic information and abstract, availability of bound copy only, interlibrary loan shares bound copy only, and no availability of electronic document) for a period of
 - a. ___one year
 - b. ___three years
 - c. ___five years

The declaration of this limitation occurs during the final submission and cannot be changed to release the document worldwide earlier or extend it beyond the selected period. Once the limitation period ends, the work will be released worldwide with no restrictions.

Student PID

Signature of Student

Date

Signature of Thesis or Dissertation Adviser(s)

Date

Student Printed Name

Adviser(s) Printed Name

3.10.5 Graduate Council. The Graduate Council is a standing committee of the Faculty Senate and reports to the Senate on graduate policy and curriculum matters. ~~Three~~ **Four** subcommittees of the Council examine and formulate policies and procedures, hear petitions for variances from graduate programs, college, or University requirements, and review graduate course action requests and requests for new programs, among other matters.

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3.10.5.1 Membership.

3.10.5.1.1 Graduate Council: The Council shall consist of no less than 20 faculty members, at least eight of whom are current Faculty Senate members, a senator from the library, and the vice provost and dean of the Division of Graduate Studies (ex officio). Terms of service shall be ~~two~~ **three** years, staggered. Only tenured associate or full professors are eligible to serve on the Council **and they must meet the qualifications for participating in graduate education as defined by the policy at www.graduatecouncil.ucf.edu**. Each college shall have at least one member on the Council. ~~The~~ **Committee on Committees** shall select the faculty members. Nominations are open and will be solicited, among others, from the deans of the respective colleges as well as from the vice provost and dean of the Division of Graduate Studies. ~~Selection criteria for membership on the Council shall include: a record of involvement in the graduate programs within their respective colleges or units, the number of graduate student theses directed, and active scholarship within their particular discipline.~~ The Council chair and vice chair must be current Faculty Senate members and are elected annually by ~~its~~ **the membership at the first meeting** of the Council **at the first meeting** after the new Senate is elected, normally in the early fall term. The elected chair of the Council will serve as the chair of the Graduate Policy ~~and Procedures~~ **Subcommittee**. The vice chair of the Council will serve as the chair of the Graduate Curriculum **Subcommittee**, **and other all members of the Graduate Council will integrated into the four committees. All Graduate Council members will serve on at least one committee, as much as possible.**

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Comment [mjs1]: Refers to ambiguous: the Council or the Senate? Hence the suggested change

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3.10.5.1.2 Graduate Policy and Procedures Subcommittee: The Graduate Policy ~~and Procedures~~ **Subcommittee** shall consist of four senate members, four non-senate members, **a graduate student**, and the vice provost and dean of the Division of Graduate Studies (ex officio). The Council ~~chair~~ will serve as the chair of the Graduate Policy ~~and Procedures~~ **SubC**ommittee. The Committee on Committees shall select members, and to the extent possible, take into consideration representation of various colleges. Terms of service shall be ~~two~~ **three** years, staggered. **The graduate student representative will be appointed by the chair of the Council based upon recommendations made by the president of the Graduate Student Association and the vice provost and dean of the Division of Graduate Studies.**

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Comment [mjs2]: (1) repeat of above; (2) there is a graduate student on this cmt now

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3.10.5.1.3 Graduate Appeals and Awards Subcommittee: The Graduate Appeals and Awards ~~Sube~~ **SubC**ommittee shall consist of ~~eight~~ **seven** graduate faculty members, **a graduate student**, and the vice provost and dean of the Division of Graduate Studies (ex officio). ~~The~~ **Council chair** will appoint the chair of the Graduate Appeals and Awards **SubC**ommittee. The ~~Committed~~ **on Committees** shall select members, and to the extent possible, take in to consideration representation of various colleges. Terms of service shall be ~~three~~ **two** years, staggered. **The A graduate student representative will be appointed by the chair of the Council based upon recommendations made by the**

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Comment [mjs3]: Which is done first? Is the chair restricted to be from the list of selected members? If so, invert these sentences.

Comment [mjs4]: Presumably this is explained somewhere

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president of the Graduate Student Association ~~from the deans of the colleges~~ and the vice provost and dean of the Division of Graduate Studies.

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3.10.5.1.4 Graduate Curriculum Subcommittee: The Graduate Curriculum Subcommittee shall consist of four senate members, four non senate members, a graduate student, and the vice provost and dean of the Division of Graduate Studies (ex officio). The Council vice chair will serve as the chair of the Graduate Curriculum Subcommittee. The Committee on Committees shall select members, and to the extent possible, take into consideration representation of various colleges. Terms of service shall be ~~two~~three years, staggered. The graduate student representative will be appointed by the chair of the Council based upon recommendations made by the president of the Graduate Student Association and the vice provost and dean of the Division of Graduate Studies.

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3.10.5.1.5 Graduate Program Review Committee: The Graduate Program Review Committee shall consist of five senate members, five non-senate members, and the vice provost and dean of the Division of Graduate Studies (ex-officio). The Council chair will appoint the chair of the Graduate Program Review Committee. The Committee on Committees shall select members so that each college is represented on this committee. Terms of service shall be three years, staggered.

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3.10.5.2 Duties and Responsibilities.

3.10.5.2.1 Graduate Council.

3.10.5.2.1.1 To review all matters referred by subcommittees of the Graduate Council.

3.10.5.2.1.2 To transmit its recommendations to the Steering Committee which will normally submit these recommendations to the Faculty Senate for action and which, if approved, will be submitted to the executive (?) vice president for Academic Affairs.

3.10.5.2.1.3 To review all graduate programs within the University on a periodic basis per Board of Trustees guidelines. The review process will include the University Five-Seven Year Program Review reports and recommendations based on the review of the annual college reports on the status of graduate programs.

Comment [mjs5]: clarify

3.10.5.2.2 Graduate Policy and Procedures Subcommittee.

3.10.5.2.2.1 To examine existing policies and procedures and recommend new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students.

3.10.5.2.2.2 To review all matters referred by the Graduate Council.

3.10.5.2.2.3 To transmit its recommendations to the Faculty Senate Steering Committee which will normally submit these recommendations to the Faculty Senate for action and which, if approved, will be submitted to the executive vice president for Academic Affairs.

3.10.5.2.3 Graduate Appeals and Awards Subcommittee.

3.10.5.2.3.1 To hear petitions for variances from established policies governing post-baccalaureate, certificate or graduate degrees regardless of the administrative level from which the policy emanated, including the graduate program, the college or the University requirements for post-baccalaureate, certificate or graduate degrees at the University; The petitions usually begin with the student, and are initially reviewed at the program level, followed by a college review before arriving at the Graduate Council Appeals and Awards Committee. Denial at a lower level should not impede the flow of the petition to the next level of review. The Appeals and Awards Committee reserves the right to call whomever necessary to explain or offer additional information about a specific petition.

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or from graduate students at the University; or applicants to graduate programs. An appeal is student petition is considered when the department and college have reviewed the request and denied the petition or when the student is requesting an exception to University policies or regulations would like an exception granted to a university policy. Applicant petitions are considered when the applicant files an appeal of a program admission decision. The Graduate Appeals Subcommittee will review the appeal once the program has reviewed the decision and upon further consideration has denied entrance into the program.

Comment [mjs6]: Only admissions??

3.10.5.2.3.2 To hear other cases as referred by the vice provost and Dean of Graduate Studies including but not limited to applicant appeals of adverse admissions decisions, student appeals of adverse administrative decisions of University-wide academic policies such as withdrawals, drops, etc. and appeals that originate in The Golden Rule and require a decision by the vice provost and Dean of Graduate Studies. The Appeals and Awards Committee reserves the right to call whomever necessary to explain or offer additional information about a specific appeal in.

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recommend approval or denial of appeals or petitions to the vice provost and dean of the Division of Graduate Studies, who will notify the student, department, and college of the action.

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3.10.5.2.3.3 To hear all requests from graduate program coordinators for exceptions from graduate policies and procedures.

3.10.5.2.3.4 To review nominees for the University Excellence in Graduate Teaching Award and make recommendations to the executive vice president for Academic Affairs.

3.10.5.2.3.5 To monitor graduate program practices and make recommendations as appropriate.

3.10.5.2.3.6 To review all matters referred by the Graduate Council.

3.10.5.2.3.7 All conclusions of deliberations by the Graduate Appeal and Awards Committee are considered recommendations to the vice provost and Dean of Graduate Studies who makes the final decision for the University. The vice provost and Dean will then notify the appropriate persons of the decision, including students, programs, and colleges.

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3.10.5.2.4 Graduate Curriculum Subcommittee.

3.10.5.2.4.1 To review curricular issues related to graduate education.

~~**3.10.5.2.4.2** To review proposals of new graduate programs and deletion of existing programs which will be submitted to this subcommittee by the vice provost and dean of the Division of Graduate Studies prior to submission to the Board of Trustees for final approval.~~

~~**3.10.5.2.4.3** To review changes to existing graduate programs (such as hours, thesis/non-thesis options) and make recommendations to the vice provost and dean of the Division of Graduate Studies.~~

~~**3.10.5.2.4.4** To review new tracks or options to existing graduate programs and deletions of tracks or options, and make recommendations to the vice provost and dean of the Division of Graduate Studies.~~

~~**3.10.5.2.4.5** To review new certificate programs and the deletion of existing certificate programs and make recommendations to the vice provost and dean of the Division of Graduate Studies.~~

~~**3.10.5.2.4.6** To review all requests for additions, revisions and deletions of graduate and special topic courses and make recommendations to the vice provost and dean of the Division of Graduate Studies.~~

~~**3.10.5.2.4.7** To review all matters referred by the Graduate Council.~~

3.10.5.2.5 Graduate Program Review committee.

~~**3.10.5.2.5.1** To serve on program review committees for graduate programs, as part of the seven year program review cycle and report findings to the vice provost and dean of the Division of Graduate Studies.~~

~~**3.10.5.2.5.2** To review proposals of new graduate programs and deletion of existing programs which will be submitted to this committee by the vice provost and dean of the Division of Graduate Studies prior to submission to the Board of Trustees for their review and approval. Recommendations will be reported to the vice provost and dean of the Division of Graduate Studies for transmittal to the Board of Trustees.~~

~~**3.10.5.2.5.3.** To review all assessment plans for graduate programs.~~

~~**3.10.5.2.5.4.** To review all matters referred by the Graduate Council.~~

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Graduate Council Policy and Procedures Subcommittee
2007-08

Updates:

1. Faculty Constitution update: Review of the Graduate Council section
2. Last year, the conflict of interest guidelines on personal relations between faculty and graduate students was approved by Faculty Senate; the conflict of interest guidelines concerning employment issues between faculty and graduate students was sent to the Faculty Senate Steering Committee for August 2007 consideration.
3. The patent policy for graduate students was updated and is being added to the Graduate Catalog.
4. The six hours outside of the doctoral program was approved by the Graduate Council and the memo to the Faculty Steering Committee was sent to them for the August meeting.
5. Review of graduate certificate programs update
6. Clarification of transfer credits for doctoral programs

Continuing issues that are ready for sending to Faculty Senate: (one more look before doing so)

7. Turn it in software with ETD's
8. ETD dissemination options for student products (creative endeavors to meet degree requirements)

Issues that we started discussion on last year:

9. Residency requirements for doctoral students
10. Continuous enrollment issues
11. Limit on number of 4000 level courses

Issues list of items collected for 2007:

12. Graduate faculty matters (faculty emeriti, outside faculty members, courtesy appts, joint appts, special members, structure of graduate faculty)
13. Doctoral program review involvement of Graduate Council – Patricia will present draft for consideration.
14. Process for equivalency for GRE? Possible waiver for certain professional programs, such as EMBA, PMBA
15. Senior scholars meeting graduate certificate requirements (designated certificate programs)
16. Use of external exams as part of graduation requirements
17. Criteria for pay for graduate assistants
18. Funding for Visiting Graduate Faculty Luminary Program (Visiting Scholar Program)
19. Waiver of 50% rule if students take more than required POS hours.
20. Internal transfer from one graduate program to another.

Process Review – Recommendation for Availability of Thesis or Dissertation

Communication

- Add to ETD instructions for students.
- Add to Faculty Guide.

Process

1. Student defends. Thesis or dissertation adviser and committee sign defense approval form; student and thesis or dissertation adviser complete Thesis and Dissertation Attachment form.
2. Student submits completed Thesis and Dissertation Attachment form, signed defense approval form, and other required documents and fees to GS Editor by final submission deadline.
3. Student completes final upload of ETD PDF and selects release option by final submission deadline.
4. GS Editor reviews Thesis and Dissertation Attachment form and checks the ETD metadata on the Library ETD queue to be sure the release option is the same as the recommended option.
5. If the release option is different in the ETD metadata, GS Editor contacts the student's thesis and dissertation adviser to be sure a change is needed. If a change is not required, GS Editor notes the adviser's comment and date on the form. If a change is required, GS Editor sends instruction to the Library ETD queue support person to change the ETD metadata.
6. GS Editor has Thesis and Dissertation Attachment form scanned into student's ViewStar record with signed defense approval form, and ProQuest publishing agreement.