

**Graduate Policy Committee**  
**October 8, 2014**  
**10:30 – 12:00, TA 420B**  
**AGENDA**

- 1) Welcome and call to order
- 2) Approval of minutes from the last meeting
- 3) **Review of issues for the committee to consider:**
  - a. Requirement for students to be on campus to defend their thesis/dissertation – request from one of the online programs. **Tabled for further information 9/10. Review on 10/8.**
  - b. Review of Appeals Deadlines – appeals in terms of graduation put the committee in an awkward place. What is the latest date appeals should be reviewed? **Tabled 9/10. Review again on 9/17. Tabled.**
  - c. GTA and non-GTA graduate teaching assistant guidelines – graduate students who aren't on an assistantship and hired as a non GTA who volunteer to teach; some do not have GTA training. **Tabled 9/10. Review again on 9/17. Tabled.**
  - d. Graduate Faculty Ranking for lecturers/instructors currently classified as faculty scholars – now we have ranked lecturers and instructors. Some have research assignments and are all active researchers. Should they have the option of graduate faculty ranking, not just scholars, provided they have appropriate terminal degree? **Approved wording change to include lecturers and instructors 9/10/2014.**
- 4) Other issues
- 5) Adjournment

**Policy Members**

Annette Khaled, COM, Chair  
Cheryl Cabrera, CAH  
Andrew Randall, CECS  
Atsusi Hirumi, CEHP  
Jim Moharam, COP  
Kendall Cortelyou-Ward, COHPA  
Liqiang Ni, COS  
Linda Colding, LIB  
Karen Aroian, CON  
Mary Jo Ross, RCHM  
Joshua Solomon, GSA  
Yoon Choi, CBA  
Ross Hinkle, CGS, Ex officio

## **GRADUATE CERTIFICATE PROGRAM POLICIES – current policy**

### **Course Requirements and Loads**

A certificate program must include a minimum of nine semester hours. The course work must consist of an integrated and organized sequence of study; course substitutions are not permitted.

No internship or independent study courses may be used in a certificate program. The use of practicum courses in certificate programs is not generally encouraged, but may be used in programs where there is a strong professional setting and on-campus faculty supervision. Alternative delivery programs are acceptable and encouraged.

A course may not apply toward more than one certificate program. Certificate students must take the full number of required hours. If an overlap of course work occurs between two or more certificate programs for the same student, the student must complete the total required hours by taking electives approved by the program.

All courses that are offered as part of a certificate program must be graduate-level courses. Students must earn course grades of "B-" or better to get credit toward the certificate. Courses may be retaken to achieve a better grade. However, the certificate will only be awarded if the graduate status GPA in the certificate program of study is 3.0 or higher.

## **Audience Observations from 2014 USETDA Conference Presentation “The Skype’s the Limit: Virtual Conferencing and the Oral Defense”**

The following information was given by the representatives of each of these universities during the presentation.

### **Brigham Young University**

- At least the student and majority of the committee must be together
- All participants must be able to “effectively interact”
- High-quality video conferencing equipment must be used
- Graduate Studies must be notified prior to the defense
- Absences must receive permission from graduate program coordinator or department chair
- They use Adobe EchoSign for defense approval signatures
- EchoSign instructions from BYU Graduate [ETD](#)  
Site: <https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/resources/echosign-instructions.pdf>

### **East Tennessee State University**

- No university-wide policy; determined individually by department or program
- Now that some programs are 100% online, they’ve started allowing students to defend remotely
- All **faculty** must be present together, but *student* can defend remotely
- Of particular concern are two tracks in their Education Leadership EdD program which are available online ([school leadership](#) and [post-secondary and private sector school leadership education](#))
- These are newer programs so students are just about to enter candidacy and they need to figure out what to do about remote defenses
- They are concerned because some students have a vast time difference compared to the US (e.g. student in Kenya)

### **University of Texas, Austin**

- Students schedule defense through the Office of Grad Studies and choose Virtual or Traditional option; done at least 2 weeks in advance
- Because scheduling is done through GS, they are able to track them - Keeps forms until after defense is completed then images them
- Question came up - what happens if a faculty member agrees to participate remotely and then doesn’t?

### **Sam Houston University**

- Does not currently allow virtual defenses, but has two online programs now that will be allowed to do so
- Question of whether or not to allow students who are not in the online programs to defend remotely
- Also looking into what software to use

### **University of Alabama**

- The focus is on the final defense approval form, not on the location of student or committee members during the actual defense
- Utilizes EchoSign in Adobe (initiated through the Graduate College)

**ARIZONA STATE UNIVERSITY**

Kim Naig

In the process of creating new policy. Currently, all committee members must be present. Committee members can attend at a distance with a signed waiver by the Dean of the Graduate School

**UNIVERSITY OF Wisconsin-Madison**

Steve Hahn

Policy regarding attendance does not exist since Graduate School would never know. Basic thought is that anyone can be anyone as long as the technology allows committee member to reasonable evaluate the candidate.

**FLORIDA INTERNATIONAL UNIV**

Louis Farnsworth

The major professor must be present and waivers for committee members are approved, if only is for one or two

**Florida State University**

Nancy Marcus

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. Departments may impose stricter requirement on physical attendance.

Policy Mtg.  
10.08.2014

UNIVERSITY OF FLORIDA
Gann Enhold
T/D defenses may be conducted using video and/or telecommunications. It is required that the student and chair or co-chair be in the same physical location. All other members may participate from remote sites via technological means

University of Texas-Austin
David Springer
Committee must physically attend except on member must participate via phone. They are looking at revising the policy based on newer technology available.