

UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

| Minutes of November 08, 2007 meeting | |
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| Members Present | Patricia Bishop, Jim Moharam, Paul Rompf, Vicky Zygouris-Coe |
| Recorder | Rhonda Nelson |
| Guests Present | Max Poole, Michael Stern, Debra Winter, Sami Durrani |
| Files | 2008-11-08 Minutes Patent Flowchart  2008-11-08 Minutes Intell Property Declaration Form  |

Handouts: Agenda, ETD Dissemination Policy, Thesis and dissertation attachment to be accompanied by ETD Defense Form, process of using attachment and ETD defense form resolution, graduate council section of the faculty constitution, agenda items for the year

Welcome and introductions. Dr. Liberman called the meeting to order at 8:30 a.m.

Approval of minutes. The minutes of the October 25 meeting were approved with no corrections.

Resolution GS-3: ETD Dissemination Policy. Dr. Liberman reviewed each of the handouts that the committee would be discussing.

Dr. Bishop shared that Debra Winter talked to the library about the library's role in supporting the dissemination policy. The library stated that they were unable to support annual updating of intentions with regard to ETD dissemination, and that they suggested that we include a longer period of time in the resolution and then provide no further delay in release of the ETD. The language in the resolution was changed to reflect a choice of one year, three years, and five years as options for a hard copy of the ETD in the library, followed by no opportunity to delay release beyond that time. This option was requested by film and creative writing so that authors of creative works who are interested in publishing their thesis work as a film or novel could do so without having prior publication of their work.

Also, the new form that would be required at the time of the thesis or dissertation defense, specifying the ETD dissemination option would require both faculty advisor and student signature. A question was raised regarding how to handle a situation if the advisor and student are not in agreement regarding ETD dissemination. Dr. Liberman indicated that it would then be necessary for the Office of Research and Commercialization (ORC) to assist in resolving the issues.

Another point was brought up regarding Turn It In (TII) software and how committee members not employed with UCF would have access to TII to review the dissertation or thesis. It was pointed out that some committee members may also be out of state. Dr. Liberman suggested that an appropriate agreement would have to be worked out with the committee members on how to handle this. Regarding the documents that the ORC would be preparing, the committee agreed that Graduate Studies should meet with Dr. O'Neal separately to prepare any accompanying forms. These forms include those recommended by the IP attorneys at the previous meeting: the IP declaration form for publications, the IP declaration form for ETD, and the flowchart for patent acknowledgement of policy and training. A motion was made and seconded to recommend that this policy be sent forth to the Steering Committee of the Faculty Senate. There was one abstention.

Graduate Council section of the Faculty Constitution. The committee then reviewed a draft copy of the suggested changes for the Faculty Constitution. Following is the summary rationale for Graduate Council recommended revisions:

1. recommend revising the names of the committees comprising the Graduate Council in order to provide greater specificity as to their role and to eliminate unnecessary wording;
2. recommend longer terms for committee members;
3. recommend the addition of a new committee in order to handle the daunting task of program reviews (Graduate Program Review Committee);
4. recommend an adjustment in the composition of some of the committees to assure that all members of the Graduate Council have a committee assignment.

Dr. Bishop shared with the committee that she discussed these changes with the Curriculum Committee at their last meeting and asked for their suggestions and input. They were generally supportive of these changes. A motion was made and seconded by the committee to move these recommendations forward to the Steering Committee of the Faculty Senate.

List of agenda items for this year. The committee reviewed the list of agenda items for the year and agreed to begin reviewing the following items:

1. Graduate faculty matters (faculty emeriti, outside faculty members, courtesy appointments, joint appointments, special members, structure of graduate faculty)
2. Use of external exams as part of graduate requirements
3. Single issue with 2 parts: a) residency requirements for doctoral students and b) continuous enrollment issues

4. Transfer credits policy
5. Review of graduate certificate programs

Announcements and adjournment. A discussion was held on changing the date of the next meeting scheduled for 11/21. The committee agreed to move this meeting to November 29 instead. (NEW UPDATE: next meet to be held in January.) The committee agreed to consider keeping the meetings on Thursdays from 8:30-10, if this works with everyone's schedule. Rhonda was asked to send an email to all members regarding this.

Next meeting. The next meeting of this committee is tentatively scheduled for January 10, 8:30 a.m., in MH 243.

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