

# UCF Graduate Council

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## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of February 21, 2008 meeting

**Members Present** Cecyle Carson, John Lynxwiler, Jim Moharam, Paul Rompf, Vicky Zygoris-Coe

**Recorder** Rhonda Nelson

**Guests Present** Sami Durrani, Grant Hayes, Lance Tomei

**Staff Members** Michael Stern

**Welcome and introductions.** Dr. Jim Moharam, acting chair, called the meeting to order at 8:30 a.m.

**Graduate programs requiring external exams.** Drs. Lance Tomei and Grant Hayes, College of Education, attended the meeting and provided an additional handout on state board of education rules pertaining to state approved initial prep programs. Dr. Tomei shared that the rules state that the external exam is required and students are required to pass this exam for Florida state certification. Once passed, the students then receive a stamp on their transcript that indicates that they meet all state requirements to teach in Florida. The group then discussed if the graduate policy statement should be a blanket statement or if an additional sentence should be added to the end of the policy to reflect this. The committee agreed that an additional sentence should be added at the end of the policy that reads, "except where required by Florida State statute or rule." This will be voted on at the next meeting.

**Graduate faculty qualifications.** The committee then began review and discussion of the list of questions regarding Graduate Faculty status that had been prepared for review. They also reviewed feedback from the other universities regarding membership in a graduate faculty. Discussion was held on whether or not the level of Associate Graduate Faculty was needed, and it was agreed that this level should be included in the policy. The committee then discussed what the definition was for Graduate Faculty and Associate Graduate Faculty. It was decided that the ability to chair a thesis or dissertation committee was the distinguishing feature of the Graduate Faculty category, and that this should be clearly defined in the policy. It was also decided that Graduate Faculty would also be able to serve all of the functions available to Associate Graduate Faculty. It was further decided to amend the terminology to "Full Graduate Faculty" so as to distinguish from the "Associate Graduate Faculty" category. It was commented that new, junior faculty could be appointed as Associate Graduate Faculty initially. This would allow them to carry out the requisite service on thesis and dissertation committees that would enable them to be appointed as Full Graduate Faculty in time to chair the committees for their own students.

The role of the Graduate Dean in the appointment of Graduate Faculty was discussed briefly, but not decided. One suggestion was to have the Graduate Dean "verify" the appointments made by the Graduate Program Committees.

A general request was made to clarify the format of the policy document. The format should be outlined with the definition for Associate and Full graduate faculty qualifications upfront and close enough to be easily compared. The list of qualifications should appear independently of the Graduate Faculty categories. Common qualifications for all Graduate Faculty should be listed separately from the additional qualifications necessary for appointment as Full Graduate Faculty. Repetitive paragraphs should be deleted. This will be reviewed again at the next meeting.

**Announcements and adjournment.** Dr. Moharam adjourned the meeting at 10:00. The committee will continue to review graduate faculty qualifications.

**Next meeting.** The next meeting of this committee is scheduled for March 6, 8:30 a.m., in MH 243.

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