


UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

Minutes of October 16, 2008 meeting	
Members Present	Jim Moharam, Paul Rompf, Michael Stern, Vicky Zygouris-Coe
Recorder	Rhonda Nelson
Staff Members	Tracy Jones
Files	2008-10-16 Minutes Grad Policy Track form2 

Welcome and introductions. Dr. Jim Moharam, chair, called the meeting to order at 10:05 a.m.

Policy Request Form, part I. Dr. Stern distributed the new Policy Request Form to the committee. He shared that this is a new form that will need to be completed to accompany any new policies or modifications or deletions to existing graduate policies put forward from this committee. The committee reviewed the form and some questions were raised. One question raised was whether the form could be originated from people outside this committee. If not, then this should be indicated on the form. Another question raised was whether the request would come from Graduate Studies or the Policy Committee. Dr. Moharam indicated that the form would be coming from the Policy Committee. The next question was who this form should be submitted to once it was completed and if it would go to the Faculty Senate or the Provost first.

Minutes. A quorum was then established and the minutes from the October 16 meeting were approved. Dr. Moharam welcomed new member William Self, COM, and introductions followed from the rest of the members.

Policy Request Form, part II. Once the quorum was established and minutes were approved, discussion continued on the Policy Request Form. Another question raised was whether this committee was just working on policies or working on rules. The committee then questioned the routing of the form and discussed the following routing schedule: Policy Committee, Faculty Senate Steering Committee, Faculty Senate if needed, and then the Provost's office, who can then decide on final approval. There was a lot of discussion on the routing process of the form. Dr. Stern indicated that he would follow up with the Faculty Constitution on routing and would provide clarification on this. The committee further discussed the section indicating draft, version, or final policy. The committee did not come to an agreement as to what was needed here in this section, as there were several different opinions on whether both the draft and version wording was needed for tracking, and what this actually meant. There was a difference of opinion as to whether the form should be filled out each time a draft was brought back to the committee. There were additional suggested changes to this form which included: delete title of College of Graduate Studies, change the name of form to something like "Cover Sheet for Policy Recommendation" or "Policy Tracking Form". A notation was requested to clarify that this form was coming from the Policy Committee. A suggestion was made to add checkboxes to the policy request area. Dr. Stern was asked to prepare another draft and send out to the committee ahead of the next meeting for review.

Continue discussion of review of use of various forms of research hours. The committee then continued discussion of this topic from the last meeting. Dr. Stern introduced a list of course category definitions as a basis for discussion. A recommendation was made to keep the definitions restricted to only definitions of the course categories, and to keep policies concerning those course categories in the policies section of the Catalog. Thus, restrictions on the number and proper use of courses within specific categories were deleted from the definitions and inserted into the Policies section. A comment was made that if a department could not offer the required courses, then they should not be listed as required courses. There was much discussion held on independent study courses. One question that was posed was if a class has only three students, can it then be offered as an independent study? A comment was shared that POS's have to be updated each semester. In the discussion on Directed Research (XXX 6918), several colleges indicated that their PhD students have been taking the XXX 6918 Directed Research, so that it should not be restricted to "master's-level" research. A suggestion was made that the actual numbers should be added to the definitions when referring to the various definitions. Another question was whether a student can convert their thesis hours to directed research. A question was raised on the definition of the term "regular courses". Several changes were made to the definitions for directed research and doctoral research. A question was raised as to whether this committee was ready to take the descriptions back to the college and program for their review. Another suggestion was made that we need to find a definition for what is a "regular class course". Dr. Stern will research this.

Curriculum template comments. A handout was distributed for discussion. The committee was asked to review this for discussion at the next meeting.

Announcements and adjournment. Dr. Moharam adjourned the meeting at 11:25.

Next meeting. The next meeting of this committee is scheduled for October 30, 10:00 a.m., in MH 243.

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Graduate Council Policy Committee

Policy Tracking Form

This form is to be used by the Graduate Council Policy Committee to request additions, changes, or deletions of graduate education policies.

Routing: 1) Graduate Council Policy Committee recommends policy; 2) Policy is widely disseminated to deans, college coordinators, chairs, program directors, graduate staff and graduate faculty listservs, as well as being located on the Graduate Council website for review and comment; 3) the Policy Committee submits to Faculty Senate Steering Committee for approval; 4) the Faculty Senate Steering Committee submits to the Provost for approval.

This committee examines existing policies and procedures and recommends 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. Approved policies are added to the graduate catalog for the next academic year.

Use one form for each policy request: new modification deletion

Policy Reference No.: _____ Year Submitted: _____

Intent of Policy:

Version: _____ Final: _____ Draft: _____

Date sent to Faculty Senate Steering Committee: _____

Policy Statement:

Formal implementation plan: *(indicate who this policy applies to, when it will take effect, how exceptions would be made, and for how long)*

Approval Signatures

Graduate Council Policy Committee: _____ Date: _____

Faculty Senate Steering Committee: _____ Date: _____

Faculty Senate: clarification of policy only _____ Date: _____

Academic Affairs: _____ Date: _____