

UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

Minutes of January 15, 2014 meeting

Members Present Cheryl Cabrera, Linda Colding, Juli Dixon, Steven Ebert, Loretta Forlaw, C. Ross Hinkle, Jim Moharam, Patrick Pabian, Cheyenne Ro

Recorder Rhonda Nelson

Staff Members Tracy Jones, Max Poole

Welcome and call to order. Chair Moharam called the meeting to order and a quorum was established.

Approval of minutes. The minutes from the last meeting were reviewed and approved.

GTA and non-GTA graduate teaching assistant guidelines. Dr. Moharam reported that he discussed the issue of FERPA training for GTA and non-GTA graduate teaching assistant at the Steering Committee. University policy is that FERPA must be required for all teaching assistants at all levels. Dr. Moharam suggested that Dr. Hinkle review this policy with the provost at an upcoming meeting. A suggestion was that a notation could be made to the students' contract regarding appropriate training. Another comment was that FERPA training is available to all who need it. The committee reviewed the curriculum GTA training policy. A suggestion was to involve FCTL in this process. Dr. Hinkle indicated that he would meet with Dr. Vittes and get his feedback regarding any needed training for non GTA's. This item will be continued at the next meeting.

Recommendation of the Graduate Review and Awards Committee regarding the qualifications of graduate faculty scholars – new item. The committee reviewed the catalog policy on graduate faculty scholars. This issue had been a topic of discussion at a recent Program Review and Awards Committee. The PR and Awards committee recommended a minor change to one sentence: *Graduate faculty scholars serving on thesis and dissertation committees, either as members or co-chairs, must have documented evidence of exceptional relevant experience and/or scholarly or creative productivity, as determined by the Program Review and Awards Committee.* The committee voted to change this sentence to add the word "or" effective immediately in the catalog.

Continuous Enrollment policies for T/D students. Dr. Moharam read the summary statement. Discussion was held on the on the various sections in the enrollment section. Discussion included the following:

- Remove "failure to enroll" sentence
- Discussed the wording continuously enrolled every semester
- Consider a requirement for thesis and dissertation students
- Consider having students enrolled 1 out of every 3 semesters or 1 out of every 2 semesters
- Talk with colleges and get information on health care and enrollments
- Delete the wording attendance throughout and change to enrollment

Juli Dixon agreed to make revisions to this policy in accordance with the discussion today. This item will be continued at the next meeting.

Announcements and adjournment. The meeting adjourned at 11:30 a.m.

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