

# UCF Graduate Council

[Home](#) > [Policy](#) > [Minutes](#)

## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of September 17, 2014 meeting

#### Members Present

Cheryl Cabrera, Yoon Choi, Linda Colding, C. Ross Hinkle, Atsusi Hirumi, Annette Khaled, Jim Moharam, Liqiang Ni, Mary Jo Ross

#### Recorder

Rhonda Nelson

#### Staff Members

Tracy Jones, Jana Jasinski, Jennifer Parham

**Welcome and call to order.** Chair Khaled called the meeting to order and a quorum was established. Visitors Drs. Jana Jasinski and Jennifer Parham were introduced. The minutes were approved with one change in the defending thesis/dissertation section agenda item. Change the wording from "most" to "some felt that doctoral students should defend in person. . ."

**GTA and non-GTA graduate teaching assistant guidelines.** Dr. Parham gave an overview of the various GTA appointments which included grader, assistant, and associate and summarized their assignments relating to these titles. Discussion was held on students and how they were hired. Some students have not been hired in the appropriate appointment. A question was if the department chair could determine whether the GTA was in the appropriate category. Dr. Jasinski indicated that we are going through a reaffirmation now of our accreditation and that we need to make sure everyone has appropriate training. One member asked about the speak test and who monitors the quality of the speak test. Dr. Parham indicated that there were several graders for the speak test at CMMS. Dr. Hinkle indicated that the departments should address any issues as they arise. Another point was that we need to look at certification and the quality of adjuncts. Dr. Jasinski will talk with Heidi to verify these issues. SACS requires that you have a terminal degree to teach a course and adjuncts don't fall in these categories. Dr. Hinkle will bring up the results of these minutes to the provost and the issue of training adjunct faculty. Non GTA assignments and GTAs that are teaching need to be trained in FERPA and all of the required policies. The College of Education has online training for their adjuncts. It was pointed out that FERPA training was online. A suggestion was that on the non GTA contracts that there needs to be documentation that the students have taken training. Dr. Hinkle indicated that he would address appropriate training with the graduate associate deans. The committee asked that Rhonda add the policy guide information link to these minutes: <https://admin2.graduate.ucf.edu/policy/PolicyGuide.aspx> This item was tabled awaiting additional information.

**Review of Appeals Deadlines.** Dr. Jasinski indicated that the Graduate Appeals Committee reviews all appeals and the committee asked that she bring this item to the Policy Committee. At their last summer meeting in August, they received lots of appeals. It was pointed out that the appeal was tied to when the student does their intent to graduate. Dr. Jasinski indicated that the 7-year rule was the main issue for appeals. A suggestion was to apply end of the first week of the summer or the end of the first week of each semester as the deadline for applying for review of appeals. Another suggestion was to require students to fill out an intent to graduate the semester before they graduate. Also, another recommendation was to add a note to the student's letter that reads "congratulations you have reached candidacy; you have X years to graduate." Or, don't forget you have to follow the 7-year rule on course expirations. Dr. Khaled asked if we can generate a list of the courses by student that fall under the 7 year rule problem. Tracy indicated that all program directors can pull a course audit on their students and check this. Tracy will look at ones that fall under the 7 year rule and see what we can do. A suggestion was to begin to put a couple of these mechanisms in place and that we need to have multiple people aware of the 7 year rule. Dr. Khaled asked the committee if they wanted to enforce a policy to do this. A suggestion was to encourage students to apply sooner because applying sooner for graduation would show any potential problems. Another idea was to have an early deadline, mid deadline, and a late deadline. Tracy will do some research on this and see what we can do regarding tracking. She will also check to see what other universities are doing. Dr. Moharam asked if we can discuss this issue with the associate deans before our next meeting. The committee was also asked to take this question back to the departments and share this with them. This issue was tabled awaiting additional information.

**Announcements and adjournment.** Dr. Moharam will check with Faculty Senate on the change made to the Graduate Faculty and Graduate Scholars policy on whether this was considered informational and report back to the committee. Rhonda will forward the graduate faculty/scholar policy to the committee members. The committee requested that Rhonda check with members to see if the committee could meet earlier. It was discovered that Liqiang teaches until 9:30 so earlier was not good for him. The meeting adjourned at 11:50 pm. The next meeting is set for October 8