

# UCF Graduate Council

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

## GRADUATE POLICY COMMITTEE MINUTES

### Minutes of October 08, 2014 meeting

Members Present	Karen Aroian, Cheryl Cabrera, Youngsoo Choi, Linda Colding, Kendall Cortelyou-Ward, C. Ross Hinkle, Atsusi Hirumi, Annette Khaled, Jim Moharam, Liqiang Ni, Andrew Randall
Recorder	Rhonda Nelson
Guests Present	Joel Hartman
Staff Members	Tracy Jones, Jana Jasinski, Debra Winter, Nathalia Bauer, Shelley Pozdollar

**Welcome and call to order.** Chair Khaled called the meeting to order and a quorum was established. New members were welcomed. Dr. Khaled shared that Shelley Pozdollar would be assisting Rhonda in taking minutes for the Policy meetings. Dr. Khaled introduced guest Dr. Joel Hartman. The minutes were approved with no changes.

**Requirement for students to be on campus to defend their thesis/dissertation.** Dr. Hartman distributed a handout and gave an overview of the Lync Microsoft product which is available through Knights email and can be used by faculty and staff. He reported that as part of a multi-year project to improve university communication services, Computer Services & Telecommunications have implemented this product effective October 1, 2014. Next, Dr. Hartman presented information on the round table speaker camera which provides capabilities for students to defend thesis/dissertations remotely. Currently, UCF has 13 video conferencing rooms available; some rooms are public and some are operated by a department. No cost to the department or students. If a member is not part of the university, they can get a link to dial in. The sessions can be recorded and stored on a central server. Rooms would need to be blocked out ahead of time for a defense. Some indicated that this could be difficult as there may be lots of students defending around the same time. Dr. Hartman suggested that he could arrange a demo of how the system works. He indicated that the student should test the system using the same laptop that they will be using for their defense using a LAN connected laptop instead of wireless as it would be faster and would operate more efficiently. Dr. Hartman also indicated that the university was all configured but software may not be on everyone's computer yet for the video conferencing. He indicated that each department's IT person should be able to configure their computer for this. There are some of the round table speaker cameras in place on campus now and the cost is about \$3,500. College of Nursing asked how this device compared with Adobe Connect. Dr. Hartman indicated that this device has the capability to switch around the room to the person who is speaking. Adobe Connect costs for each use and texting is not available. His device uses a standardized set up which is available to all faculty and staff. You can have up to 200 people involved with several people joining remotely. The committee agreed that they would like to see a demo. Dr. Hinkle suggested inviting the graduate associate deans to the session. Dr. Hartman indicated that a board style setting similar to MH 395 would be the best arrangement. Tracy Jones then distributed a handout and gave a summary of her findings on what other universities were doing for their defenses. Also distributed was a handout that Debra Winter and Nathalia Bauer prepared on notes taken from the recent 2014 USETDA Conference Presentation on virtual conferencing and the oral defense. After reviewing the handouts, discussion followed. One suggestion was to set a policy and procedure for defenses for students to follow. One member indicated that defending remotely was not better than the student being there in person. One question was what if every student wants to do this. Another member shared that they did not have a problem if a student was always on campus and then wanted to defend remotely but does see a problem if a student never came to campus and then also wanted to defend remotely. The committee agreed to postpone making a decision on this item until after the demo.

**GTA and non-GTA graduate teaching assistant guidelines.** Dr. Jasinski provided an update regarding her meeting with Heidi Watt. The question was can graduate students teach graduate classes. GTAs can provide lectures if their Instructor of Record (IR) is present in the room. The IR should be responsible for grading the student. For internships, if a graduate student is teaching/providing information relative to a graduate class, the graduate student should not be doing their internship in that particular class. Another item in question was graduate students as adjuncts.

**Graduate Faculty Ranking for lecturers/instructors currently classified as faculty scholars.** Dr. Moharam presented the wording change to the Faculty Senate. They had no additional comments/changes. Dr. Moharam asked that the College of Graduate Studies prepare the proper cover sheet and have this request sent to the provost's office for final approval. This change was approved by the committee at the **9/10/2014** meeting.

**Review of Appeals Deadlines.** Tracy Jones researched the capability to search out students who have courses close to the 7 year rule. She shared that there was a way in the UCF audits to pull courses at 6 years and inform the student ahead of time of classes that would be expiring. The courses involved would be just the courses that were listed in the POS that were coming up against the 7 year rule. Tracy indicated that we could proactively inform departments of students that have courses coming up against the 7 year rule.

**Certificate Program Policy.** Dr. Jasinski reported that this item came from the Appeals Committee regarding a question on course substitutions and overlapping of coursework in two or more certificates. The policy wording was reviewed and rewording changes were made to the policy for clarification. Dr. Jasinski will work on the appropriate wording change and present to committee at the next meeting.

**Doctoral students enrolled in fewer than 3 hours.** How many hours should a doctoral student be enrolled in before they graduate? This was an item from the Appeals Committee and they asked that the Policy Committee take another look at this. Can there be a default put into place for students to register for 3 hours or nothing? Some colleges have been enforcing this policy and some have not. It was pointed out that this committee has had lengthy discussions on this in the past. Jana Jasinski and Tracy Jones will provide additional information and this item will be revisited at the next meeting.

**Announcements and adjournment.** Dr. Khaled reported that the Oct. 22 meeting would be cancelled. In lieu of the cancelled meeting, a meeting will be set up in which Dr. Hartman will share a demo of the capabilities of the Round Table Speaker Camera which can be used for students to defend their thesis/dissertation remotely. An email will be forthcoming regarding setting up this meeting. The meeting adjourned at 12:00 pm. The last meeting of this semester will be November 19.

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