

UCF Graduate Council

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GRADUATE POLICY COMMITTEE MINUTES

Minutes of February 22, 2017 meeting

Members Present

Karen Aroian, Christopher Atkinson, Yoon Choi, Alan Fyall, Annette Khaled, Jim Moharam, Andrew Randall, Meg Scharf

Recorder

Michele Pozdoll

Staff Members

Devon Jensen, Tracy Jones, Michele Pozdoll, John Weishampel

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

Approval of minutes from the last meeting. Minutes approved from February 8th meeting.

Zero credit hour courses-Drs. Jones and Weishampel provided the language write up for the committee to review and discuss.

"Zero credit hour courses, by definition, have no impact on the overall program hours and should not be used to add fundamental discipline content. The zero credit hour course must not exceed the expected time commitment associated with one credit hour, i.e., "the amount of work....that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester of the equivalent amount of work over a different amount of time." A zero credit hour course can include laboratory work, internships, practica, studio work, and other academic endeavors."

After a lengthy discussion it was decided to table this agendaitem once again-**The language draft will be presented at the Graduate Associate Deans and other faculty for feedback. The Associate Dean's meeting is scheduled for March 16th.**

Annual reviews examples and discussion-Graduate Studies would like to know the percentage of how many doctoral programs are doing the annual reviews. The goal with the annual review would be to collect important data to be used by the College of Graduate Studies. How would Graduate Studies want to captures this information? Graduate Studies will like the format to be electronic. Looking for publications, teaching and conference information. Rosen College does their reviews annually and completed by the department chair. Dr. Khaled stated her department will complete their annual reviews a year after candidacy, by the student's advisor. Dr. Randall stated his department does not do a formal annual review, they do an exit data collection. Nursing already thought the annual review was mandatory, since they have been completing theirs for years. Tracy stated it was strongly suggested to programs to use the annual review form, but it has never been mandatory. The committee agreed there should be an annual review, it should be completed after candidacy, having the chair of the committee to sign as optional, and a step before form is submitted an FYI email sent committee members, student initiated, and finding the common areas that are mandatory, the optional areas and areas for additional information for the programs. **Tabled-Drs. Jones and Weishampel will draft a new sample and take to the Associate Deans meeting for feedback.**

Thesis and Dissertation New Statement- will be on next agenda.

Adjournment. The meeting adjourned at 11:20 am. The next meeting is set for March 8th.

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