

UCF Graduate Council

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PROGRAM REVIEW AND AWARDS COMMITTEE MINUTES

Minutes of October 09, 2009 meeting

Members Present

Patricia Bishop, Paul Dombrowski, Ahmad Elshennawy, Rich Gause, Patrick LiKamWa, Anne Norris, H.G. Parsa, Max Poole, David Ratusnik, Harry Weger

Recorder

Rhonda Nelson

Welcome and call to order. Dr. Paul Dombrowski called the meeting to order and introductions followed.

Purpose of committee. Dr. Poole summarized the purpose of the committee and gave a review of the achievements of the committee last year which included reviews of two new graduate programs. The Program Review Graduate Council website was displayed and members were shown where to locate committee materials such as council members, agenda items, minutes, and resource items.

Informational item. Dr. Bishop noted that the MEd Teacher Leadership proposal will be reviewed at the next meeting. The proposal will be sent to everyone via email. Along with the proposal will be a criteria evaluation sheet prepared by the Board of Governors which should be completed when evaluating the various parts of the proposal. The Education faculty presenting the proposal will be invited to attend the upcoming meeting and give an overview of the program and answer questions.

Discussion of accepting a new committee responsibility of selecting one faculty and five student excellence awards. Dr. Poole explained the awards and the process for selecting awardees which had been the responsibility of the Appeals and Awards Committee. The selection of award recipients will occur during spring semester and candidates will need to be selected by early March. The committee then reviewed the eligibility requirements for the faculty award. One of the bullet points was reworded to the following: *at least half of the courses taught at UCF for the last four regular academic-year semesters must be graduate level courses or the nominee must provide evidence of substantial teaching of graduate courses (including thesis and dissertation courses).* The committee then voted to accept the wording change and to accept the responsibility of taking over the task of selecting awardees. The awards are:

Excellence in Graduate Teaching (faculty award)

Excellence in Teaching by a Graduate Teaching Associate (student award)

Excellence in Teaching by a Graduate Teaching Assistant (student award)

Outstanding Dissertation (student award)

Outstanding Master's Thesis (student award)

Innovative Thesis or Dissertation (student award)

Review of last year's major achievements:

Annual Review of Doctoral Graduate Students - Dr. Poole presented the suggested template for the annual review of doctoral students that was recommended by this committee last year. It was explained that the reports are not to be submitted to the Graduate College but will be kept in their department.

Modifications to the template of the University Program Review Consultant's Report

–Consultants reports from last year's program review cycle were presented and it was noted that while several reports were very detailed, others were free-flowing without addressing the questions and provided limited information about the graduate programs under review. It was thought that the sketchy reviews may have been due to the consultants being asked to review too many programs at a time. Dr. Bishop indicated that this year there will be additional consultants brought in for many of the programs which has not been the case in the past. In addition, the template for this year's program review cycle was presented and compared to the template recommendations made by last year's Program Review Committee. The committee discussed the changes and noted that many of the questions in this year's template were redundant. Dr. Dombrowski suggested that the committee invite Dr. Diane Chase to meet with them to discuss the consultant's template.

The committee also began a discussion of criteria for reappointment to the graduate faculty. This will be part of the Program Review process and the committee will develop the criteria for reappointment. Dr. Poole shared an informational sheet showing the criteria that are currently used and the process for appointing graduate faculty members. The discussion will be continued at a future meeting.

Action items and adjournment. The members were asked to review the consultant's reporting template and identify those questions that should be specifically answered by consultants. Dr. Diane Chase will be invited to the next meeting. Drs. Grant Hayes and Karen Biraimah and others from the College of Education will be invited also to discuss the MEd in Teacher Leadership proposal. The meeting adjourned at 11:35 a.m. The next meeting will be held October 23, 10:00, TA 420B.

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