

# UCF Graduate Council

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## PROGRAM REVIEW AND AWARDS COMMITTEE MINUTES

### Minutes of September 16, 2011 meeting

**Members Present**

Patricia Bishop, Michael Caputo, Debopam Chakrabarti, Barbara Ehren, Ahmad Elshennawy, Rich Gause, Patrick LiKamWa, Cheyenne Ro, John Shafer, Michael Stern, Harry Weger

**Recorder**

Tara Johnson

**Guests Present**

Max Poole, Steven Talbert (in for Diane Wink)

**Welcome and call to order:** Dr. Patrick LiKamWa acted as chair in Dr. Little's absence and called the meeting to order and a quorum was established.

Introductions of the members were made, and Dr. Poole discussed the purpose of the committee. There are four major responsibilities of the committee.

**Major responsibilities of the committee:**

- 1) Review the Graduate Faculty Member re-appointments;
- 2) Review of the programs that are going through their 7 year review cycle. Dr. Bishop will take the recommendations of this committee to the University Program Review Committee and then onto the BOT;
- 3) Review any new program plans and give feedback. Comments and votes are recorded from the committee as the first steps of the approval process of the program. Three new programs will be coming to the committee this year for approval: Criminal Justice PhD; Hospitality Management Ph.D.; and a Communication Sciences and Disorders Ph.D. program. Several masters programs may come to the committee as well. The Security Studies Ph.D. program that came to the committee last year was approved by the BOG and plans to begin in Fall 2013.
- 4) Awards. The committee is in charge of awarding the annual student and faculty awards.

The committee will focus mainly on graduate faculty re-appointments in the fall and on program review and awards in the spring.

**Excellence in graduate teaching award guidelines revisions:**

The committee discussed changes to the submission guidelines for the Excellence in Graduate Teaching Award. The committee approved the following revisions:

- Add a one page summary
- Encourage electronic submission
- Maximum of 25 pages for required materials, including an abbreviated CV, but not including appendices
- Include only one syllabus
- Summarize teaching evaluations in two pages, including comparisons to department and college averages; attach an appendix with all teaching evaluations of graduate courses from the past three years
- The optional materials should be submitted in an attached appendix

**Review of Graduate Faculty Policy:**

There was a call to review the graduate faculty policy in instances of high ranking administrators that may have not recently been directly involved in graduate education. A vote was called on whether to change the wording of the policy to allow for extraordinary circumstances or honorary appointments. The committee voted unanimously to recommend that the policy remain as written with no additions. The understanding of the committee was that the current policy already grants the Dean of the College of Graduate Studies the authority to make the appointments deemed necessary.

**Schedule of meetings**

A schedule was decided upon for which programs would be reviewed at the remaining fall meetings, and members were assigned to the programs' graduate faculty to review.

The meeting adjourned at 10:30 am.

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