

UCF Graduate Council

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PROGRAM REVIEW AND AWARDS COMMITTEE MINUTES

Minutes of November 22, 2013 meeting

Members Present

Diane Andrews, Michael Ciuchta, Thomas Cox, Ahmad Elshennawy, Rich Gause, David Kwun, John Schultz, Tara Snyder

Recorder

Kory Kilgore; Barbara Rodriguez

Guests Present

Max Poole

Welcome and call to order

The meeting was called to order at 8:57 am by Committee Chair Dr. Ahmad Elshennawy and a quorum was established.

General business

Dr. Max Poole was introduced and introductions of all members were made. The minutes from the November 15th meeting were reviewed and approved unanimously.

Dr. Poole attended the meeting in place of Dr. Hinkle to address Dr. Ciuchta's email and the confusion over the Graduate Faculty policy. Dr. Poole provided a handout and the committee engaged in discussion related to eligibility requirements for faculty to be added to the graduate faculty or as graduate faculty scholars and whether they can chair, co-chair, or serve as a vice-chair.

The Committee recommended that a change to the Graduate Faculty Scholars section of the policy be made regarding the qualifications of graduate faculty scholars to include evidence of exceptional relevant experience and/or scholarly or creative productivity. Dr. Elshennawy agreed to contact Dr. Jim Moharam, Graduate Council Chair, to address this.

Review of graduate faculty appointments

- Faculty files from the School of Teaching, Learning, and Leadership (STLL) were reviewed. The votes from Ahmad Elshennawy, Rich Gause, John Schultz, and Gerald Smith were displayed.
 - Thirty one faculty members were approved without further review – seventeen as Graduate Faculty and fourteen as Graduate Faculty Scholars.
- Faculty files from Education and Human Sciences (EHS) were reviewed. The votes from Ahmad Elshennawy, Rich Gause, John Schultz, and Gerald Smith were displayed.
 - Sixteen faculty members were approved without further review – thirteen as Graduate Faculty and three as Graduate Faculty Scholars.
- The nomination for Robert Ergle that was tabled at the November 15th meeting was reviewed. This faculty member was approved as a Graduate Faculty Scholar without further review.

Discussion of best practices

The committee discussed some best practices based on their experiences reviewing graduate faculty. The committee agreed that the academic department or college should use the Academic Affairs spreadsheet and ensure that the curriculum vitas for each faculty member being nominated is updated with relevant information including dates of graduate level courses taught, their UCF appointment as well as their scholarly and research activity. The committee agreed again that the policy needs to be updated to clarify the eligibility of a Graduate Faculty Scholar. The committee also recommended that the academic department or college be instructed prior to the process beginning on how to use the nomination form and be taught how to select the corresponding boxes on the form.

Conclusion

The meeting was adjourned at 10:48am. The spring schedule will be sent out to the committee some time in December.

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