

**Minutes Graduate Council Policy Committee**  
**January 18, 2017**  
**10:30 a.m., GSC, Colbourn Hall**

**Members Present:** Zixia Song (chair), Andrew Randall, Meg Scharf, Karen Aroian, Alan Fyall, Annette Khaled, Kendall Cortelyou-Ward, Paul Dombrowski, Atsusi Hirumi, Jim Moharam, Yoon Choi and Christopher Atkinson

**Staff Members:** Tracy Jones, Michele Pozdoll, Devon Jensen, John Weishampel, Elizabeth Klonoff and Nathalia Bauer

**Recorder:** Michele Pozdoll

**Welcome and call to order.** Dr. Zixia Song called the meeting to order and a quorum established.

**Approval of minutes from the last meeting.** Minutes approved for two prior meetings in fall 2016-September 28<sup>th</sup>, 2016 and October 19<sup>th</sup>, 2016.

**50% in one concentration revisions-**Dr. Weishampel discussed the proposed language change: *“At least 50 percent of the credits offered for the degree are expected to be derived from a single field of concentration (i.e., one department). However, exceptions may be made by the program director for interdisciplinary programs.”*

After a lengthy discussion and wording input the committee approved the new wording. The new change will be added to the catalog to start in summer.

*The final wording will be shown as “At least 50 percent of the credits offered for the degree are expected to be derived from a single concentration (i.e., one department). However, exceptions may be made by program director or designee for interdisciplinary/multidisciplinary programs formally recognized by the College of Graduate Studies.” This was approved*

**3 credit hours of dissertation until graduation-** Dr. Jones discussed the need to add the old wording back into the catalog, since there were concerns regarding international students and students on assistantships. These two groups will need to be full time which is 3 credit hours Appeals committee will not have an issue since the request to take fewer hours will be approved by the student’s advisor.

*The wording for approval is “Student must be enrolled in 3 credit hours of dissertation until graduation or may take fewer hours if approved by advisor”. This was approved.*

**Zero credit hour courses-**Tabled until examples are provided by Dr. Jones.

**Review of UCF online guidelines-**Policy committee decided this was not a policy for them to discuss or approve. This will go to the Associate Deans.

**Discussion with Dr. Elizabeth Klonoff regarding annual reviews-**Dr. Klonoff discussed her concerns that programs and losing students especially doctoral students. Dr. Klonoff would like the programs to consider a mandatory student annual review. A few members of the committee stated their program already use an annual review. Samples will be sent for discussion at our next meeting held on Feb. 8<sup>th</sup>. Dr. Jones also stated that G.S. has a template that was started but was never used. Examples will be provided for further discussion.

**Thesis and Dissertation New Statement-**This was tabled and will be on the next agenda.

**Adjournment.** The meeting adjourned at 11:30 am. The next meeting is set for February 8th.