

MINUTES

Members Present: Deborah Altomare (COM), Christopher Atkinson (GSA), Paul Dombrowski (CAH), Vladimir Gatchev (COB), Devon Jensen (CGS), Jim Moharam (Optics, **Chair**), Mathilda Van Niekerk (RCHM), Andrew Randall (CECS), Bobby Jeanpierre (CEHP)

Guests Present: Heidi Watt, John Weishampel (CGS)

Recorder: Michele Pozdoll

Welcome and call to order

The meeting was called to order at 10:30am by committee chair Dr. Moharam

General business

Minutes approved from December 6th meeting.

Re-visit annual reviews:

This was tabled from our last meeting. The committee does agree there should be an annual review completed just need to work out how the process will take place. From our last discussion there was an issue on who should review the annual reviews. A few committee members were concerned about having two faculty member and the program director be completing the annual reviews.

The committee thought it would be a good idea if the program or department make the discussion on who or how many will complete the annual reviews. This may need to go back to the Associate Dean's for discussion.

The review process update provided was: timing of software still up in the air, looking to have this process up and running fall 2018 semester.

Review of the guidelines for dissertation supervision by Emeritus and retired faculty: Approved

It was mentioned that calendar year should be listed as 12 months. New policy statement shown in red.

D.4.1: Faculty Emeriti

Emeritus graduate faculty members may continue to participate in graduate education as a graduate faculty scholar, without the necessity of nomination. With the approval of the graduate program committee, they may continue to serve for a specified period of time as faculty advisors and chairs of thesis and dissertation committees established prior to emeritus status. Emeriti faculty may not chair additional thesis and dissertation committees, but may continue to serve on thesis and dissertation committees as a member or co-chair for as long as they remain active with the institution.

D.4.2 Retired Faculty

In the event that a chair of a thesis or dissertation committee retires from UCF:

- 1. With the approval of the graduate program committee, a chair of a thesis or dissertation committee who retires from UCF may continue to serve as chair and supervise the thesis or dissertation for one calendar year after leaving.***
- 2. If one calendar year has passed since the faculty member retired and the advisee has not yet completed the degree requirements, the retired faculty member may continue to***

serve as co-chair of the thesis or dissertation committee as a graduate faculty scholar, with approval of the graduate program committee; however, a new chair from the student's department (or college, if a college-wide program) shall be designated.

New Business:

- a) ***Change current policy that states a minimum of 50% of credit hours earned through UCF are required for a graduate degree to 33.3%***

Dr. Weishampel led this discussion and Heidi Watt attending as SACS representative from UCF. After a lengthy discussion and concerns the committee decided no policy change on the dual degree.

Conclusion: Next meeting bring **1 old business items** back for any updates:

- 1. Annual Reviews**

The meeting was adjourned at approximately 11:15am. The next meeting will be held on February 21st at 10:30am in MH 395 E.