

**Minutes**  
**Graduate Council Curriculum Committee**  
**September 6, 2023**  
**2:30 p.m., Zoom**

**Members Present:** Nan Yu, Elsie Olan, Alex Rubenstein, Axel Schülzgen, Bruce Caulkins, Francisco Guido-Sanz, Kevin Brown, Alla Kourova, Kelly Kibler, Katherine Daly, Sara Duff

**Administrators and Guests Present:** John Weishampel, Sevil Sonmez, Alan Fyall, Ronnie Zimmerman, Joel Cramer, Stephen Heglund, Jihe Zhao, Elizabeth Klonoff, Carla Gripp

**Recorder:** Emily Stettner

**Welcome and call to order.** Dr. Nan Yu, chair, called the meeting to order at 2:30p.m. and welcomed the committee and administrators. A quorum was established. Introductions followed.

**Election of Vice Chair.** Nominations and volunteers for the Committee Vice Chair role were reviewed. Dr. Elsie Olan was elected as the Vice Chair for the 2023-2024 academic year.

**Proxy voting.** Proxy voting was discussed. The members voted against proxy voting.

**Graduate Council Curriculum Committee Overview.** A presentation was given by Emily Stettner and Dr. John Weishampel informing the Committee members and administrators of the charge of the Committee, their roles, the Quali curriculum management system, and actions that will be taken over the next year. The Committee reviewed best practices and a document of sample questions that the members can use while reviewing proposals. The Committee reviewed a sample proposal in Quali and discussed sample questions that would best clarify information on the proposal. The Committee viewed a sample PDF agenda and the agenda within Quali.

**Adjournment.** The meeting adjourned at 3:13p.m. The next meeting is scheduled for September 13, 2023.

# GCCC for Proposal Review Guide

## General

1. Members are representing the interest of their College so consider how proposals from other colleges might impact your academic program inventory.
2. Can assign staff in College to review agendas.
3. Does program adhere to policy? Review policies in [graduate catalog](#).

## Programs

1. New program using existing courses-how is this new?
2. Do credit hours add up? Are the credit hours consistent with national norms?
3. Appropriate overlap/duplication discussion of degree content and name?
4. Is there a need?
5. Will graduates of the degree gain employment after graduation? What type of jobs? What salary?
6. Library assessment included? Are there adequate resources?
7. Faculty resources available for teaching, advising, and mentoring? Additional hiring?
8. Would students be leaving existing programs for this one? What might be the consequences of this?
9. Taught face-to-face? Online? If fully online are all courses online including electives?
10. What type of background do students need to be successful in this program?
11. OIE signature?
12. Appropriate internships opportunities available?
13. Time to completion appropriate?
14. If deleting a course from a program, is that just for the program or deleting the course permanently?

## Certificates

1. Can the certificate courses be transferred into a degree program?
2. Is the certificate being used for recruiting to a degree program?
3. Can the certificate help with professional development, promotion, etc.? Is it recognized in the business sector?

## Courses

1. Appropriate overlap/duplication discussion of course content and title?
2. Pre-reqs: "grades of \_\_ or better"? CI? Appropriate level prerequisites?
3. Is the course offering cycle appropriate? Cause graduation issues? Offered enough? Required course only offered occasionally?
4. Does this new course replace an existing course? Has another course become obsolete as a result?
5. Detailed syllabus included?
6. Does the amount of credit hours for the amount of work make sense? Contact hours correct?
7. Can students from other programs take the course if interested?
8. Title of course on proposal match title on syllabus?
9. Split level course: Both levels of syllabi included? Graduate course is more rigorous? Undergrad course taught at least once already?
10. If repeatable, has it been addressed in the course syllabus?

## Fees

1. Includes fee map for all courses within program?
2. Clear breakdown of needed fee?
3. Requested fee does not exceed maximum (Equipment Fee Max: \$90 full-time, \$45 part-time; Materials and Supplies Fee Max: \$70)?

Many of our curricula have not been updated for a long time (despite our requests to do so annually). In addition, many were proposed to meet a standard that is far below what we are requiring now. So whenever there is a request to modify a program in any way, it affords us the opportunity to request that the entire program curriculum be assessed to ensure it is meeting criteria for best practices. Remember this is what students look at to decide if they want to go to UCF for graduate school. The clearer we can be about what their experience is likely to be, the better off we are in meeting student needs and desires.

The graduate catalog provides the following guidance for doctoral degree programs (the ones with the most problems). I have underlined issues of concern:

“The doctoral degree program requirements will consist of core and elective courses, seminars, directed and doctoral research, independent study, and dissertation research.”

- Each doctoral program of study will include a minimum of 72 semester hours of graduate credit beyond the baccalaureate degree or a minimum of 42 semester hours of graduate credit beyond the master's degree; these graduate credits must be taken as part of an approved graduate program of study. Some programs require considerably more than the minimum of 72 hours because of the nature of the discipline and the standards of the associated profession.
- All graduate credits in a doctoral program must be at 5000 level or higher.
- At least one-half of the credit hours used to meet program requirements must be in 6000-level or 7000-level courses, including the allowed number of research and dissertation hours.
- At least 50% of the credits offered for the degree are expected to be derived from a single field of concentration (that is, from one department). However, programs that are interdisciplinary in nature may be exempt from this policy upon approval from the Graduate Council Curriculum Committee.
- Only graduate-level credit with a grade of "C-" or higher may be used to satisfy degree requirements.
- A university-wide minimum of at least 27 hours of formal coursework exclusive of Independent Study (XXX 6908), dissertation and research is required for all doctoral programs; some programs require a greater number of formal coursework hours.
- A university-wide minimum of at least 15 hours of dissertation credits is required for all doctoral programs, although some programs require a greater number of dissertation hours.
- The dissertation hour requirements may only be satisfied by enrollment in dissertation hours.

Things to think about when looking at a program modification request:

1. Is the rationale for the change sensible? It can't just be, for example, that the person who taught the course has left the university, or that there aren't enough instructors to teach courses. Courses can be offered every other year, for example, so that there is a full cohort of students to fill the class. The change must make sense within the context of the overall degree program, and it must make sense to a relatively uninformed reader.
2. Are there core courses that are being used to comprise the overall basis for the discipline? These courses should be required of everyone. There are no minimal number of units for core courses; rather you should be asking yourself if those courses being labelled as "core" form the basis for defining the discipline, writ large. If degrees differ by title or area, there should be ways to distinguish among them beyond just what research

the student is doing (i.e., many of our programs are interdisciplinary in nature, meaning students from different disciplines could be working with the same major professor, but getting degrees in different disciplines).

3. Some of the core courses may not be taught every year. It is acceptable to have “or” statements as part of the core area (e.g., X or Y course), but the courses should be equivalent in relevance to the overall discipline.
4. Are there subareas or subspecialties within the program? If so, how are these distinguished? Is there a clear corpus of courses associated with each subarea or subspecialty and are these courses clearly labelled?
5. Are there elective courses required? Is there a list of the courses that would meet the elective requirement? In other words, are there restricted electives?
6. Within the core courses and restricted electives, university policy says at least half of each student’s courses must be at the 6000 level or above; is the distribution of courses sufficient to allow that requirement to be met? What can the program do to ensure the requirement is met?
7. At least 27 hours of “formal coursework” is required. These are distinguished from individualized research and scholarly courses (i.e., directed research, doctoral research, doctoral dissertation, thesis, and research report classes which typically are graded S/U) and should be graded A through F.
8. If a program is using unrestricted electives, they should understand that whatever grade a student receives will be entered into the newly defined program of study GPA; this could put some students at risk for problems for low GPAs.