

**Minutes
University Graduate Council
November 19, 2008**

Present: William McDaniel (Chair), Business Presiding; Deborah Floyd, Education; Gail Burnaford, Education; Elwood Hamlin II, CAUPA; Ali Zilouchian, Engineering; Susan Chase, Nursing; Khaled Sobhan, Engineering; Ronald Nyhan, CAUPA; Chad Simon, Graduate Student Association; Larry Liebovitch, Science; Doug Broadfield, Arts & Letters; John Bernardin, Business; Charles Roberts, Science; Massimo Caputi, Biomedical Science

Excused Absence: Xupei Huang, Biomedical Science; Ruth McCaffrey, Nursing; Ben Lowe, Arts & Letters

Others Present: Barry Rosson, Graduate College; Iwona Abramek, Graduate College; Connie Sokolowski, Graduate College

The meeting was called to order by Dr. McDaniel at 1:30 p.m.

I. The minutes from the October 8, 2008 were approved unanimously by the Graduate Council.

II. Feedback on the Thesis and Dissertation Guidelines.

Burnaford offered 11 amendments to Thesis and Dissertation Guidelines. All but one were approved by the council.

III. BOG Regulation regarding Graduate Admissions.

Motion by Chase to remove the section regarding the admission denial notification. The regulation suggests that the university shall provide the reasons for the rejection in writing upon the applicant's written request. Seconded by Hamlin and Caputi. McDaniel suggested consulting the attorney. Hamlin explained it had already been done. The attorney supported the notion that applicants should be promptly informed but that giving detailed reasons for the denial was not required.

The issue of reconsideration should be determined by individual programs.

The council agreed to leave only the first sentence of section 4 ("Applicants denied admission shall be given notice of denial within a reasonable period of time following the decision.")

Motion by Bernardin to replace “holistic” as the description of the review of the credential from section 2. McDaniel suggested removing the adjective. Seconded by Bernardin and approved by the council.

Chase questioned if section 8 takes away the ability to bar non- degree enrollment. No change regarding this issue was proposed.

Rosson indicated that the conditions mentioned at the end of part 8 should be specified by the graduate program. The change was approved by the council.

McDaniel recommended changing the description of the circumstances as “unique” in part 6. Burnaford proposed “special”. The change was approved by the council.

Liebovitch questioned part 7 on whether the criteria were to be developed by the university or the specific program. No change was adopted.

Broadfield questioned the reasons for including section 5. Rosson explained the state laws supersede any regulation in this regard and therefore the section was not needed.

Motion by Broadfield to remove second sentence from section 5. The council approved the motion to strike this sentence.

Floyd asked if the program-specific admission requirements would still be published in the University Catalog. Rosson explained that it was a SACS requirement and it needed to be kept.

Motion by Bernardin to remove “Adopted September 15, 2008” from the bottom of the document. The change was approved by the council.

McDaniel proposed that the title of the document should be changed to: FAU Policy Regarding Admission to Graduate and Post-baccalaureate Professional Programs. The change was approved by the council.

IV. Update on Graduate College Governance Document Vote.

Chase questioned the voting rule. McDaniel reiterated that the council had previously agreed that a 2/3 majority of the voting graduate faculty would be needed to win final approval.

Liebovitch asked if the 10% forum (as mentioned in the Governance Document) applied to each college or to the overall campus votes. McDaniel explained it applied to the overall votes.

McDaniel reminded the council that the deadline for voting was Friday, November 21, 2008. The results of the voting would be available that day after 5:00 pm.

The results of voting will be announced to the entire graduate faculty via email before Thursday, November 27th.

V. **Half-Time Graduate Student Status**

Rosson explained the necessity to establish an official definition of half-time graduate student status. Students typically need this status conferred in order to defer student loan payments.

After some discussion, it was decided by consensus that the following definition would be used to certify students as half-time graduate students:

Enrollment in a minimum of 9 credit hours in a 12-month period (current term inclusive), or sufficient credit hours needed to complete the graduate degree in two terms of enrollment. Verification of credit hours needed to complete the degree should be issued by the student's advisor. The Graduate College will issue the certification letter when asked to provide one by any student meeting the criteria stated above.

VI. **Other Business**

Zilouchian asked about the old graduate student handbooks. Rosson said the old handbooks were outdated, due to past policy changes adopted by the council, and that Stefanie Gapinski was working on developing a new comprehensive Graduate Student Handbook that would have this information in it and more.

Chase added that program specific information should be included in each college's handbook.

Rosson indicated that the new handbook would be a PDF document and would be easily to navigate on the Graduate College website.

Floyd expressed her concern about the 7-year rule and that it was difficult for part-time students in her college to complete their degrees in this timeframe.

She will put this on the agenda for the next council meeting. The Graduate College will prepare a report to aid the council in its discussion of this matter.

Floyd said the students in her college were asking about the student activities fees. Simon explained these funds are spent on various events to help graduate students, such as the etiquette dinner. Students should contact Simon with concerns regarding the fees.

The council discussed the issue of student activities fees and that it was no longer being used to help pay for graduate student travel. By consensus the council approved the following resolution:

As a Graduate Council, responsible for carrying out the academic mission of the University regarding graduate students, we strongly recommend restoration of funds from the student activities fees to support graduate students to attend and present their work at conferences and other events. These activities are essential for the development of a scholarly community, and contribute to the image and academic mission of the University.

The meeting was adjourned at 3:10 p.m.