

University Graduate Programs Committee/University Graduate Council
August 18, 2021
Meeting Minutes

Present: Anita Pennathur, Business; Eric Berlatsky, A&L; Massimo Caputi, Medicine; Paul Peluso, UGC Chair, Education; Mihaela Cardei, Engineering; Beth King, Nursing; Christopher Beetle, GPC Chair, Science; Carla Calarge, A&L; Mahyar Shirazi, Medicine; Ali Danesh, Education; David Newman, Nursing; Dawn Froot, Library; Marianne Porter, Science; Kassadi Smith, GPSA.

Others Present: Bret Danilowicz, Provost; Robert Stackman, Graduate College; Brian Hodge, Registrar; Brian Farrell, Graduate College; Liana Smith, Graduate College; William Kalies, Science; Sameko Munroe, Graduate College; Deb Szabo, Academic Affairs/Provost; Joy McClellan, CSWCJ.

Absent: Manny Gonzalez, CSWCJ; Thomas O'Brien, Library; Francisco Presuel-Moreno, Engineering.

- I. Meeting called to order by UGC Chair, Paul Peluso at 2:02 pm.
 - A. Paul Peluso requested that GPC and UGC delay their business to allow Provost Bret Danilowicz to discuss the response to the December 16, 2020 Memorandum to Faculty Senate on the general findings of UGC on the Compensation for Faculty Serving on Dissertation Committees first as he has to leave to attend the Council of Deans Meeting.
 1. GPC and UGC both consented, by acclamation, to this.
 - B. The Provost thanked the UGC for inviting him to discuss this matter and for allowing him to go first on the agenda. He also shared a draft of his charge to Graduate Council to extend its recommendations into drafting a policy on supervising dissertations.
 1. The Provost agreed that there is a need to recognize work done by faculty who serve on these dissertation committees.
 - a. The workload for serving on these committees should be included in the faculty member's annual assignment.
 - i. The category of assignment is at the college's discretion and they may further delegate this authority to departments/schools.
 - b. Overloads and other compensation for the supervision of dissertations is not allowed.
 - c. After the end of the semester in which the doctoral advisee graduates, programs, departments or colleges may provide a stipend of up to \$1,500 for the faculty supervisor per graduate that semester. This stipend is not a required practice or payment; it is deployed at the discretion of the unit and the practice may be universally implemented or universally removed for its faculty at any time by the party that is providing the funding of these stipends. Such payments are not an entitlement of faculty.

- i. Co-supervised dissertations would allow each supervisor to receive a maximum of half this stipend.
 - ii. If such compensation is provided the stipend will not count against that faculty members overload pay limitations.
 - iii. The Provost asked the Council to consider this stipend amount – is the amount sufficient? Too low? Too high? – and reminded them that it is not set in stone.
 - iv. Also, this policy pertains to E&G programs and is intended for dissertation supervision only and is not applicable to non-dissertation doctorates, master’s theses, or other categories of graduate students.
2. The Provost did not set a deadline for UGC to submit the draft of their policy on this issue but recommended October, 2021 as a good target date but also definitely before the end of the Fall, 2021 semester. He also suggested reviewing what other SUS and non-SUS institutions do.
 - a. Chris Beetle: What if the Council drafts a policy and it is unacceptable to the Provost? Will it be brought back to UGC to amend?
 - i. Yes, absolutely. The Provost committed to this.
 - b. Chris: Can we add a rider or addendum to this for other programs i.e.: thesis, non-dissertation, DNP?
 - i. Yes.
 - c. Chris: Should the source of funding for stipends be explicit?
 - i. Yes.
 - d. Marianne Porter: Would terminal degrees be acceptable?
 - i. Potentially. As stated above, what are other institutions doing?
 - e. Eric Berlatsky: This charge is much more specific than the original memo. It appears you are seeking a “one-size fits all” draft.
 - i. The Provost stated that the original memo from UGC was vague. He is looking for more specific recommendations from UGC.
3. At this point, the Provost has to excuse himself so he could attend the Council of Deans Meeting.
4. Chris: Reminded everyone that the last time we considered this it was done by the Council as a whole. He moved forming a smaller task force to put together a proposal to be discussed at the September, 2021 UGC meeting.
 - a. Chris’ motion was seconded.
 - b. Eric: What is the charge to this task force?
 - c. David Newman: The stipend amount of \$1,500 seems low compared to other institutions.
 - i. Chris: Compensation can be a combination of both stipends and course release, keeping in mind that course release is generally much more expensive than a stipend.
5. Bill Kalies: The ability to adjust stipends already exists in most, if not all, colleges/departments from Chairs/Department Heads.

- a. The policy, however, is not always administered equally across departments.
- 6. Massimo Caputi: We will probably never has a true, one-size fits all solution but having a general framework would be a good starting point. Then leave it to the Provost to determine what is fair to all.
- 7. Paul: This is UGC’s opportunity to provide that framework. The Provost, as he said, may accept, deny, draft his own policy or some combination of all proposals.
 - a. The bottom line is that work on these committees by faculty needs to be credited.
 - b. Paul agreed with Chris’ motion to put together a task force to draft this policy and, having already been seconded, asked for a vote by the Council.
 - i. Motion approved
- 8. It was suggested that any continuation of this discussion be moved to the UGC portion of the meeting so that the GPC meeting could begin.

II. Chris Beetle, GPC Chair called the GPC meeting to order and asked for nominations for GPC and UGC Chairs for 2021-22 Academic Year

- A. Chris Beetle offered to remain as GPC Chair unless there are other nominations.
 - 1. Eric: Moved to accept Chris’ offer to remain as GPC Chair for the 2021-22 academic year.
 - a. Seconded
 - b. Approved
 - 2. Paul Peluso offered to continue as UGC Chair for the 2021-22 Academic Year.
 - a. Paul was re-elected as UGC Chair for the 2021-22 academic year by acclamation.

III. The curricula proposals below were reviewed:

New Curriculum Proposals for August 18, 2021

Curriculum Document Type	Title	College (Department)	Credit	Action
Reviewers by College: A&L, CSWCJ				
New Course	EDH6085: Social Justice in Higher Education	Education	3	AC
Program Change	Ed.S. in Educational Leadership - School Leaders (K-12)	Education	N/A	A
Program Change	M.Ed. in Educational Leadership - School Leaders (K-12)	Education	N/A	A
Program Change	Ph.D. in Educational Leadership - School Leaders (K-12)	Education	N/A	WD
Reviewers by College: A&L, Education				

Course Change	CEG5304C: Terrestrial Laser Scanning	Engineering	3	A
New Course	SUR6331: Digital Photogrammetry and Image Interpretation	Engineering	3	T
Program Change	Ph.D. in Mechanical Engineering	Engineering	N/A	A
Reviewers by College: Business, Medicine, Engineering				
New Combined Degree Program	B.S. to M.S. in Geosciences	Science	N/A	A

A = Approved; AC= Approved with changes; T = Tabled; WD = Withdrawn

Education

- A. The New Course Proposal for EDH6085: Social Justice in Higher Education was approved unanimously by the committee contingent on the boilerplate language in the Students with Disabilities section of the syllabus being corrected from OSD to SAS wording.
- B. The Program Change Request for the Ed.S. in Educational Leadership – School Leaders (K-12) was approved unanimously by the committee.
- C. The Program Change Request for the M.Ed. in Educational Leadership – School Leaders (K-12) was approved unanimously by the committee.
- D. The Program Change Request for the Ph.D. in Educational Leadership – School Leaders (K-12) was withdrawn by the College of Education prior to this meeting so it was not considered by GPC.

Engineering

- A. The Course Change Request for CEG5304C: Terrestrial Laser Scanning was approved unanimously by the committee.
- B. The New Course Proposal for SUR6331: Digital Photogrammetry and Image Interpretation was Tabled by the committee pending receipt of a memo of support from Geosciences.
- C. The Program Change Request for the Ph.D. in Mechanical Engineering was approved unanimously by the committee.

Science

- A. The New Combined Degree Program Request for the B.S. to M.S. in Geosciences was approved unanimously by the committee.

IV. The GPC meeting was adjourned at 2:54 pm by GPC Chair, Chris Beetle.

V. The UGC meeting was immediately called to order by UGC Chair, Paul Peluso.

- A. Curricula items from GPC submitted by GPC Chair, Chris Beetle, for approval by UGC to move forward to Senate Steering meeting on September 2, 2021.
 1. Curricula items were approved unanimously by UGC to move forward to Senate Steering.
 - a. All approved items will be placed on the Consent Agenda with the exception of:

- i. The New Combined Degree Program Request for the BS to MS in Geosciences which will be placed on the Action Agenda.

VI. Additional Discussion Items

A. Paul brought up four (4) potential areas of discussion for UGC during this academic year from his meeting with the Dean of the Graduate College, Dr. Robert Stackman.

1. Thesis and Dissertation Guidelines

- a. Explore more user friendly formats other than a PDF document.
- b. Continue with “paper-free” process that was utilized during the pandemic.
- c. Explore increasing flexibility for T/D manuscript requirements (i.e., style guides, length, format, discipline specific nuances verses University-wide policies).
- d. Best practices for dissertation chairs/committee members (i.e. should more detailed student/committee responsibilities be included in the guidelines and/or governance document).

2. Assistantship Packages

- a. Confirm/analyze FAU stipend data.
- b. Review SUS/peer/national benchmarks for competitive stipends and benefits.
- c. Explore other variables that may be a barrier in recruiting top graduate students.

3. Strategic Plan, Metrics and Rankings

- a. Review criteria for BOG Metrics, Carnegie Ranking and US News and World Report.
- b. Shared understanding of FAU priorities for graduate program growth.
- c. Initiatives to increase program growth sustainably.

4. Graduate Program Diversity

- a. Increase diversity of GTAs (along with improving GTA training for diversity and inclusion).
- b. Analyze data on GRE/GMAT waivers (may have better records in Spring, 2022).
- c. Best practices for holistic admissions review/retention of underserved populations.

5. Liana Smith: In addition to these, please let us know any other topics that the Council feels might be addressed by the Graduate College.

6. Chris: We need uniformity in Thesis and Dissertation formatting. Anything that is not explicit is left to the discretion of the author.

7. Marianne: Diversity, Equity & Inclusion needs to be factored into all these areas of discussion.

B. On-time submission of curricula items for consideration by GPC/UGC

1. Chris: Proposed that curricula items submitted past the deadline should be listed in a separate section of the agenda for consideration by GPC.

- a. The precise wording will submitted for consideration by GPC at the next meeting on September 8, 2021.

- C. Paul welcomed Kassadi Smith, GPSA Director, to the meeting and welcomed any comments she might have.
 - 1. Kassadi thanked Paul and everyone for the warm welcome. She mentioned the following:
 - a. Town Hall, September 1st at 3:00 pm
 - i. This meeting will cover GPSA's role in student's lifestyle.
 - 2. Paul reminded Kassadi that GPSA is a voting member of the Council and has a standing agenda item for anything she would like to discuss.
- D. Chris reminded everyone that the minutes from the previous meetings of both GPC and UGC had not been approved yet.
 - 1. Motion to approve was made for minutes from both meetings.
 - 2. Seconded for both.
 - 3. Minutes approved for both GPC and UGC.
- E. Continuation of discussion of Compensation for Faculty serving on Dissertation Committees
 - 1. The floor was opened for nominations and/or volunteers to serve on this committee.
 - a. Paul Peluso volunteered to serve.
 - b. Eric Berlatsky volunteered to serve but does not want to chair the committee.
 - c. Chris Beetle volunteered to serve.
 - d. Marianne Porter volunteered to serve but does not want to chair the committee.
 - e. Committee make-up accepted by UGC by acclamation.

VII. Roundtable

- A. Liana: Graduate Health Insurance premiums for this year increased by 30% but that cost will be covered by the Graduate College, not the students.
 - 1. Reminded everyone of the deadline to enroll: September 15, 2021
 - 2. Get the word out to your respective colleges/departments.
 - a. Chris: This information might filter better if it was sent to department Chairs.

VIII. Meeting adjourned by UGC Chair, Paul Peluso at 3:53 p.m.

The next Graduate Programs Committee meeting is September 8, 2021.

The next University Graduate Council meeting is September 15, 2021.