

**Minutes  
University Graduate Council  
February 25, 2009**

**Present:** William McDaniel (Chair), Business Presiding; Deborah Floyd, Education; Gail Burnaford, Education; Elwood Hamlin II, CAUPA; Ali Zilouchian, Engineering; Larry Liebovitch, Science; Doug Broadfield, Arts & Letters; Charles Roberts, Science; Susan Chase, Nursing; Khaled Sobhan, Engineering; John Bernardin, Business; Xupei Huang, Biomedical Science

**Excused Absence:** Ruth McCaffrey, Nursing; Ben Lowe, Arts & Letters; Ronald Nyhan, CAUPA; Chad Simon, Graduate Student Association; Massimo Caputi, Biomedical Science

**Others Present:** Barry Rosson, Graduate College; Susan Fulks, Graduate College

The meeting was called to order by Dr. McDaniel at 2:35 p.m.

**I. Graduate College Governance Document**

**Section II.D.:**

The council approved the deletion of “required as stipulated under Section E” at the end of 1.a.

Burnaford reiterated that the title of section 2. should be amended to read “Appointments Requiring an Initial Application”. The council approved this change.

The deletion of “department/school” from 2.a. was approved by the council.

Chase asked what was meant by “not participating in graduate programs” in section 2.a. Floyd recommended changing the title to “Graduate Faculty in academic units without graduate degree programs”. Floyd amended her recommendation to remove the word “Graduate” to read “Faculty in academic units without graduate degree programs”. Rosson recommended this title change, with the council concurring unanimously. Burnaford pointed out that “that” should be changed to “who” in 2.a. and in 3.c. (she recommended the entire document be checked for this error).

The council approved the addition of the words “or Graduate Lecturer” to the end of the title of 3., as well as to the end of the first sentence of 3. The new sentence reads: “Eligible faculty members will use the following process to

apply for status as Graduate Faculty, Associate Graduate Faculty, or Graduate Lecturer”.

The council approved changes to 3.c. as written in the new document. The first sentence now reads: “For faculty members in academic units who do not participate in a graduate program....”.

McDaniel stated that 3.d. comes out entirely in blue and asked Broadfield if that meant it was all new. Broadfield responded that some of the text had been taken out and pasted back in. McDaniel asked again if that meant the blue text represented changes to the text. Broadfield did not answer.

Rosson stated that 3.d. represented a significant change because the need for the college deans to support the nomination had been deleted. Floyd explained the reason for that was due process so that the nomination could still go forward. Chase pointed out that this change took the college dean out of the process entirely. Rosson recommended the language be changed to “The Chair or Coordinator of the graduate program up through the appropriate College Committee and/or College Dean must review and make a recommendation on the nomination”. This change enables the nomination to go forward without requiring “support” at every level.

The council approved the deletion of Section 5 (Initial Appointment Appeal Process).

## **Section II.E.:**

McDaniel stated that he did not see any more changes on page 4. McDaniel started talking about the changes on page 5, but stated he needed help determining where changes had been made due to all of the text being blue. Broadfield stated that section F had been changed considerably and should be read by the council.

Broadfield noted that 3.c. was a considerable addition. The new language reads: “Loss of Graduate Faculty privileges shall not affect an individual’s rank, tenure or status of employment”.

Rosson asked for clarification of a change on page 4. Rosson asked specifically about the new II.D.3.d.: “The Graduate College Dean will review the nomination and either approve or deny the nomination. The Graduate College Dean formally appoints the faculty member to the Graduate Faculty, Associate Graduate Faculty or Graduate Lecturer”. Rosson asked who has the official appointment responsibility for all graduate faculty members. Floyd said the intent under Reviews and Lists on the previous page would be the responsibility of the college deans, but the official appointment or

reappointment would come from the Graduate College Dean. The Provost would be involved in the appellate process.

Rosson asked if language from 3.d. should be borrowed to add to “Reviews and Lists”. Zilouchian and Broadfield recommended pasting the sentence from 3.d. onto C.4.

Chase pointed out that Reviews and Lists is a procedural section but is listed under Membership Criteria. Rosson recommended moving Reviews and Lists out of section C into section D of the document. Reviews and Lists will become D.4. This amendment was approved by the council.

Rosson recommended striking the last sentence of 3.d. and adding it to the bottom of the new 4 (now Reviews and Lists). The sentence to be added at the end is: “The Graduate College Dean formally appoints the faculty member to the Graduate Faculty, Associate Graduate Faculty or Graduate Lecturer”. Floyd agreed with this recommendation, as did Burnaford. The council approved this amendment.

#### **Section II.F.:**

McDaniel stated that under section F, items a-d should be numbered 1-4. The council agreed with this change.

The deletion of “after receiving notification from the Graduate College Dean” from 1 was approved by the council.

Zilouchian asked for clarification of the changes that had been made to the blue section. McDaniel asked Floyed and Broadfield for explanation. Floyd said this section deals with spelling out process. The changes also require that a reason be given if an appeal is turned down.

Chase asks if there should be a reason given to a candidate who is not approved for Graduate Faculty status, regardless of whether or not the person decided to pursue an appeal.

Rosson suggested moving the last sentence of 1 to the beginning of the section, changing the word “application” to “membership status” and adding, “or reduced” after the word “denied”. The revised first sentence of 1 would read: “The Graduate College Dean will be responsible for ensuring the faculty member receives written notification of the reasons why the membership status was denied or reduced, based on criteria and that the appeal processes are outlined in writing”. This amendment was approved by the council.

McDaniel asked the council to read through the rest of the section F to see if there were questions.

The council approved Chase's recommendation to replace "should" with "shall" throughout the document.

Chase and Rosson asked for clarification of section 2. The council approved McDaniel's recommendation to amend the language as follows: "At any level of the appeal process, the reviewers shall consider....".

McDaniel recommended changing the word "stipulated" to "given" in section 4, and changing that sentence to, "If the Council denies the application, the reasons for denial shall be given in writing to the Graduate College Dean..."

The council approved Rosson's suggestion to delete the word "Provost" from the second and third sentences of section 4.

### **Section II.G.:**

Floyd explained the addition of the section "Graduate Advising" to the document. Rosson explained the title Graduate Committees in the April 4, 2008 document may have been misleading. The section was not about advising graduate students, but about oversight of individual graduate programs. This committee is not a student supervisory committee, but a committee of at least three Graduate Faculty members who are stewards of a particular program.

Burnaford recommended calling this a graduate program oversight committee. Rosson and Chase stated that this section really belongs on the first page of the document, under General Information.

The council approved Floyd's recommendation to move G.1.a. from the April 4, 2008 document to I.D. under General Organization. I.D. now reads: "Each academic unit offering the masters, specialist or doctoral degree shall have a Graduate Committee consisting of not less than three Graduate Faculty members, one of whom shall serve as its Chair or Coordinator".

The council approved Burnaford's suggestion to change "students" to "student's" in 1.b.

Broadfield asked if G.1.e. on the April 4 document should be moved. The council decided it did not need to add that section to the document.

The council approved Rosson's recommendation to change the titles of the rows of the Summary of Privileges table to substitute "supervisory" for "degree" in rows 1 and 4. The council also approved adding another row to

the bottom of the table to deal with the membership on the graduate program oversight committees.

The council approved changing “program of study” to “plan of study” throughout the document.

The council approved Floyd’s recommendation to amend 1.c. to read: “Each student has the responsibility to work with an advisor and university officials to ensure that all appropriate forms are on file with the proper offices”.

The council approved McDaniel’s amendment to 2.a. to read: “...comprised of at least three members of the Graduate Faculty...”.

The council approved McDaniel’s amendment to II.B.1.a. about graduate faculty members not employed by FAU. The new sentence to be added to the end of II.B.1.a. is: “Graduate Faculty not employed by the Florida Atlantic University (such as affiliated research faculty) may only co-chair a committee with a co-chair employed by the university”.

#### **Section II.H.:**

The council approved the amendment to move the text of the “Special Session” section from 2.a. to 1.a. and to delete the section titled “Meetings”.

The council approved the additions of “for ratification” and “secure electronic” to 1.b. The council approved the addition of “secure electronic ballot” to 1.c.

The council approved the addition of the following sentence as the second sentence in 1.d.: “Petitions for agenda items should be sent to the University Graduate Council chair with a courtesy copy to the Graduate College Dean”.

The council approved the additions “University Graduate Council Chair”, “be the”, and “most recent” to 1.e.

#### **Section III:**

The council approved the addition of “secure electronic” to the first sentence, and changing “five” to “three” in the second sentence of the section. The council adopted all changes to section III as made by the subcommittee, including “the BOT/UF Collective Bargaining Agreement”.

**The council decided to approve the changes made on February 18 and February 25 by email ballot (sent to McDaniel) by noon on Wednesday, March 11.**

**The meeting was adjourned at 4:20 p.m.**