

**Florida Atlantic University
University Graduate Council (UGC)
Minutes
August 22, 2012**

Present: Deborah L. Floyd, Education; Ronald Nyhan, CDSI; Ali Zilouchian, Engineering; Charles Roberts, Science; Elwood Hamlin II, CDSI; Nancy Poulson, Arts & Letters; William Rhodes, Engineering; David Newman, Nursing; Allen Smith, Business; LaTasha Lee; GSA; Mahyar Nourishirazi, Medicine; Douglas Broadfield, Arts and Letters

Others Present: Barry Rosson, Graduate College; Barbara Bebergal, Division of Research; Susan Fulks, Graduate College; Nancy Diamond, Graduate College; Mary Jane Pica, Division of Research; Norma Goonen, Education; Joanne Parandjuk, Library; Ruth McCaffrey, Nursing; Susannah Brown, Education

The meeting was called to order at 2:00 p.m. by Dr. Ron Nyhan.

I. Dr. Ron Nyhan asked for nominations for Chairpersons for both the Graduate Programs Committee (GPC) and the University Graduate Council (UGC).

Action: Dr. Nancy Poulson was nominated by Dr. Woody Hamlin and seconded by Dr. Deborah L. Floyd for chair of the GPC. The committee unanimously approved her for the 2012/13 year.

Action: Dr. Deborah Floyd was nominated by Dr. Charles Roberts and seconded by Dr. Ali Zilouchian for chair of the UGC. The Council unanimously approved her for the 2012/13 year.

II. Approval of UGC Minutes from March 21, 2012.

Action: The minutes were unanimously approved by the Council.

III. UGPC Business.

The Graduate Programs Committee presented two College of Education courses (one catalog change [EDF 6637] and one new course [EDH 6621]) for approval (carryover action from Spring, 2012).

Action: Both courses were approved by the UGPC unanimously to go forward to the UGC. Please refer to the UGPC website for information about the specific courses.

IV. UGC Approval of UGPC Recommendations

Action: The Council unanimously approved the two UGPC recommendations from the COE. Both will go forward to the University Senate Steering Committee and then to the University Faculty Senate.

V. Update from Dr. Rosson

- a. Graduate Student Tuition Benefits. Dr. Rosson discussed a draft policy regarding changes in graduate tuition benefits. He explained the rationale for the policy and emphasized that it is a *draft*. While we are still operating under the existing policy, efforts are underway to seek input to change the policy to better ensure that university resources are used in the most effective manner possible. The April 24, 2012 draft policy is titled "Tuition Benefits Policy for Graduate Students (formerly: Eligibility Guidelines for Graduate Assistants to Receive Tuition Benefits).

Action: Council members will receive a copy of the draft policy via email and it will be posted on the Council website for easy access. Council members are encouraged to share the proposed policy with colleagues for input. Recommended changes in the policy should be brought to the September, 2012 University Graduate Council meeting for discussion. Action will be taken by the October, 2012 UGC meeting.

- b. Electronic Programs of Study (POS). Dr. Rosson and Susan Fulks discussed progress toward implementation of electronic programs of study and emphasized that this change is being piloted and phased in this Fall term. The College of Science will be the first college implementing the electronic POS. During this phase in period, students will have an option of filing a paper or electronic version. Deborah Floyd suggested that the Council receive a short briefing or training during the September meeting with an opportunity to provide input so members will be more empowered to assist with the successful implementation of the new POS process. An implementation calendar would also be helpful.

Action: The Council requests Dr. Rosson and/or Susan Fulks provide a brief (10 minutes or so) orientation or training (with at timetable) for members during the September 2012 meeting.

VI. Provost Memo on Policy and Procedures: Definition of a Credit Hour

The Council discussed a June 7, 2012 Provost's Memorandum titled "Policy and Procedures: Definition of a Credit Hour". A copy of this memorandum is available on the Provost's website. The procedures for implementation require faculty to document not less than one hour of in class instruction per week and not less than two hours of out of class assignments each week for fifteen weeks per semester credit hour. Council members discussed the memo and asked for guidance regarding what changes, if any, are necessary for compliance at the Graduate College level. Rather than change the format of course syllabi (and weekly outlines already required), it was discussed that a certification statement of compliance may be the most practical way to implement the Provost's directive.

Action: No formal action was taken but it was suggested that Dr. Rosson provide the Council suggested language for the new course proposal form (and course syllabi, if necessary) so faculty may certify compliance with this requirement about credit hour documentation. New procedure for approval of new degree proposals must be approved by the Provost's office before coming to the GPC.

VII. Items for Discussion

a. Class Size, Faculty Compensation, Graduation Rates and Strategic Planning

The Council discussed a number of issues, including class sizes, faculty compensation, graduation rates and strategic planning.

Action: The Council requests Dr. Barry Rosson provide a short briefing about the FAU strategic plan and metrics for measurement with an emphasis on informing Council members and soliciting advice/counsel about the plan and implementation. If he is ready to do so, the issue will be placed on the September agenda for discussion. Issues of class size, faculty compensation, graduation rates and other topics will likely be discussed as a part of addressing the strategic plan and measurement metrics.

b. The Role of the Due Process Committee

Dr. Ron Nyhan stated that the role of the Due Process Committee is included in the Senate by-laws. The Committee is for special assignments suggested by the Council and will only meet when necessary.

VIII. Meeting Adjourned at 4:15 PM.

Note:

- The next meeting will be September 19, 2012 at 2 PM in SU 113.
- Agenda items are due to Dr. Deborah Floyd by September 10, 2012. Topics the Council address that should be on this agenda are:
 - Graduate Tuition Benefits Proposed Policy Change (discussion/advisement)
 - Electronic Programs of Study (training and discussion/input)
 - Strategic Planning and Measurements Metrics (presentation/discussion/input)