

**Minutes  
University Graduate Council  
February 28, 2007**

**Present:** William McDaniel (Chair), Business Presiding; Ronald Nyhan, CAUPA; John Morris, Education; Stuart Glazer, Arts & Letters; Susan Chase, Nursing; Massimo Caputi, Biomedical Science; Xupei Huang, Biomedical Science; Deborah Floyd, Education; Elwood Hamlin II, CAUPA; Ali Zilouchian, Engineering; Elizabeth Goodrick, Business; Khaled Sobhan, Engineering; Heinrich Niederhausen, Science; Chris Renga, Graduate Student Association; Liam Mayron, Graduate Student Association

**Excused Absence:** Ruth McCaffrey, Nursing; Ramaswamy Narayanan, Science; Douglas Broadfield, Arts & Letters

**Others Present:** Leslie Terry, Graduate Studies; Suzette Vandeburg, Graduate Studies; Eva John, Graduate Studies

NOTE: **Bold** = discussion and action by Council

**I. The minutes from November 29, 2006 meeting were approved.**

**Action Items:**

**II. Requirements for a change in graduate course title**

**Issue:** Does a change in the title of a course require a new syllabus? At the last UGC meeting the committee agreed to remove any requirement for a syllabus in order to change the title of a graduate course. The Registrar's Office has notified Graduate Studies that a new syllabus is required.

**The Council discussed and voted, for a second time on the procedure for submitting a change in graduate course title. The Council unanimously approved that a request for only a change in a course title does not require submission of a new syllabus.**

**Dr. Terry recommended that a memo be sent to Elissa Rudolph stating the Council's approval process, thus granting the registrar's office permission to use the original syllabus from their files. The Council unanimously supported Dr. Terry's recommendation.**

**III. Forgiveness Policy for Graduate Students**

**Proposal:** "A graduate student will be allowed to repeat one graduate course, with the approval of the program, and the GPA will be recalculated but the record of the course will not be removed from the transcript."

The Council discussed feedback from the Colleges as follows and the consensus was that this policy should be at the discretion of the Program.

**Business – overwhelming diversity**

**Education – not in favor**

**CAUPA - willing to support**

**Engineering - willing to support**

**Bio-medical Science - willing to support**

**Arts & Letters - willing to support**

**Nursing – “Committee on Students” noted that it may not necessarily affect Nursing students since they have so many credits and are allowed to repeat a course once.**

**Mr. Mayron stated that this policy seems reasonable and may make things easier for the faculty.**

**Dr. Terry clarified the issue and stated that if this policy is approved, students must first receive the approval of their College then the Graduate Studies office. The purpose of this proposal seeks to standardize a procedure that already exists via individual petitions on a case-by-case basis and would also provide the Colleges and Programs with guidelines.**

**Ms. Vandeburg reminded the Council that this proposal was presented to UFS a few years back but failed to meet approval so those members who support the Forgiveness Policy for Graduate Students should attend the next UFS meeting.**

**Dr. Nyhan moved to accept the policy as stated in the proposal, seconded by Dr. Chase.**

**Dr. Glazer moved to amend the policy to eliminate some of the diversity in opinions among the colleges to read as follows:**

**“A graduate program may allow a student to repeat one graduate course, and the GPA will be recalculated, but the record of the original course will remain on the transcript.”**

**The amended policy was approved by the Council (12-2).**

#### **IV. Special Admissions**

**Issue:** The Office of Graduate Studies receives special admissions requests, typically to waive a university admissions requirement, prior to consideration for admission by the respective graduate program.

**Proposal:** “All special admissions requests require review and approval by respective College Dean or designee prior to consideration by Graduate Dean.”

**Example:** A prospective applicant who is receiving his Pharmaceutical PhD at Nova and wants to get an MBA here along the way. He has completed 220 credits, however, he does not have a bachelor's degree nor does he have a master's degree. Since he does not have a degree, we cannot enter anything into OASIS and that will cause an error if we try to proceed. On the other hand, he is more than qualified based on credit hours and he has already taken non-degree coursework in Business and has done very well.

**Dr. Terry explained that this proposal may include other special conditions such as GPA, GRE, and other exams but in practice Graduate Studies confirms whether the college wants to consider the student and understands the situation before proceeding with any action.**

**Dr. Nyhan stated that a process and form already exists whereby a student may petition to waive the requirement. However, if a student, faculty or program chooses not to follow instructions, the Council should not be asked to reaffirm a policy that already exists.**

**Dr. Nyhan moved to strike the proposal from agenda, seconded by Dr. Floyd, with the Council voting 4-4-0. The proposal failed because of lack of motion.**

## **V. Dean's Approval**

**Issue:** A variety of forms come to the Graduate Dean's Office for approval that have been created by individual departments or colleges, or may be old versions of forms created by academic affairs, that do not have consistent signature requirements.

**Proposal:** All forms requiring a Graduate Dean's signature must be signed by the College Dean or designee.

**Dr. Terry stated that this proposal is to formalize the process of a common sense policy that is already present but does not exist in writing. Therefore, with support of the Council, Dr. Terry believes it is critical that any waivers or forms requiring a Graduate Dean's signature must be signed by the College Dean or designee to provide some consistency and ensure that the College Dean's office is aware and approves the request.**

**Dr. Floyd believed that the faculty should be making this decision and that she is unable to put this policy into perspective since there is insufficient information to base a decision on.**

**Dr. Chase believed that this is a handbook or administrative issue since it is procedural in nature and that the Graduate Dean's office should require more than one faculty sign any forms requiring a dean's signature.**

**Dr. Glazer moved to combine proposals IV and V to read as follows: "All forms requiring a Graduate Dean's signature including special admissions must be signed by the College Dean or designee," seconded by Dr. Goodrick.**

**Dr. Nyhan stated that the Graduate Studies office needs to review its administrative process. If the manual is so bad, then the Graduate Studies office needs to review these poor policies and procedures. Dr. Nyhan believes that this piecemeal is below the level of decision to be made by the Council, that these are administrative decisions and should be made by administrators, and that he does not feel comfortable informing his College that all forms requiring a Graduate Dean's signature must be signed by the College Dean.**

**Dr. Floyd stated that policy and procedures are separate. The manual is not so bad and that if it does need revising it would be best to do so as a packet through the process, stating the issues to be addressed in order to get faculty input.**

**Dr. Terry clarified the issue and stated that this is a matter of principle that the Council require that the Graduate Dean consult with the Colleges in regard to waiving university regulations in respect to individual cases. However, if this is administrative problem to be dealt with then the Graduate Studies office can revise those issues but was seeking the exclusive support of the Council in order to protect the integrity of the Colleges and Programs.**

**Dr. Chase stated that Colleges should decide who signs forms within their structure.**

**Mr. Renga recommended that this group come to a consensus that the manual needs revising and form a committee to address those issues.**

**Dr. Caputi moved to amend the motion to read, "All forms created by an individual department or colleges require a Graduate Dean's signature," failed due to lack of support.**

**Dr. Terry recommended that the proposal read “All forms emanating from a college or program that require Graduate Dean’s approval must be approved by the College Dean or designee.”**

**Dr. Nyhan moved to substitute the resolution to motion as is but failed due to lack of support.**

**Mr. Renga moved to create a taskforce or subcommittee to deal with the issues relating to Special Admissions and Dean’s Approval, seconded by Dr. Zilouchian.**

**The Council moved to table and refers to the taskforce the proposals for Special Admissions and Dean’s Approval, approving (12-2).**

## **VI. Time Limits:**

### **a. Admissions to Candidacy**

**Issue:** Length of time between qualifying exam and submission of admission to candidacy form is not addressed by any current policy.

**Proposal:** “Any admission to candidacy (masters and doctoral) form submitted over X semesters past the qualifying exam date requires justification and approval by college dean (or designee) and graduate dean (or designee).”

### **b. Graduation**

**Issue:** Length of time between admission to program and graduation is specified for doctoral students (7 years) but not masters students.

**Proposal:**

Masters: “The masters or specialist degree should be completed in 1.5 to 3 years, but not more than 5 years.” (new text underlined)

Doctoral: “The doctoral degree should be completed in 3-5 years, but not more than 7 years.” (current policy and should remain as is)

**Dr. Floyd stated that the university has a continuous enrollment policy and that a student should not be able to matriculate if they are not enrolled.**

**Dr. Terry clarified and stated that the Graduate Studies office does not monitor the students progress and that the admission to candidacy form allows students to be a doctoral candidate, but has no effect on whether they can enroll or not.**

**Mr. Renga stated that not all departments have a check list so the students feel lost.**

**The time limits for Admissions to Candidacy and Graduation proposals were stricken from the agenda because of lack of motion.**

## **VII. Graduate faculty clarification**

**Issue:** Should Graduate Council consider regulating the maximum number of thesis or dissertation a faculty can supervisor simultaneously?

**Proposal:** “A faculty member may chair or supervise no more than X students at the same time.

**Dr. Nyhan was against this proposal and felt that there seems to be requests to standardize across all colleges.**

**This proposal was stricken from the agenda because of lack of motion.**

## **VIII. Graduate Faculty Membership Committee (GFMC)**

**Issue:** The approved text establishing the graduate faculty requires approval by a “graduate faculty membership committee”. UGC does not currently have such a committee. (see Attachment A)

**Proposal:** Dr. McDaniel is referring to Due Process Committee for recommendation.

**Dr. Nyhan moved to establish a GFMC as a subcommittee consisting of one member from each College currently on the University Graduate Council, seconded by Dr. Caputi.**

**The Council discussed the process for reviewing the applications and criteria to be followed and whether due process would be followed.**

**Dr. Floyd stated as long as the Council understands that they will not be judging the quality of faculty work like a tenure committee then the charge needs be clarified.**

**Dr. Nyhan withdrew motion as stated to a separate committee.**

**Motion by Dr. Floyd to establish a sub-committee of the University Graduate Council with one representative from each College to implement the process and formatting for the Graduate Faculty Membership Committee, second by Mr. Renga with the Council approving (11- 2).**

**Dr. Floyd clarified her motion by stating that the sub-committee would request approval of the University Graduate Council through submission of a consent agenda.**

**IX. Graduate Faculty Nomination Form**

**Issue:** We do not currently have a standard form or format for nomination of graduate faculty.

**Proposal:** See attachment B

**The Council approved the Graduate Faculty Nomination Form (11-2).**

**X. Policy & Procedure Committee**

**Issue:** The Policy and Procedure Task Force was established and charged with the revision of the Graduate Policy and Procedure manual. Since much of the Due Process Committee work is related to policies and procedures, and graduate policies and procedures are likely to evolve over time, UGC needs a standing committee to address these issues.

**Proposal:** Change the name of the Due Process Committee to Policy and Procedure Committee and charge the Committee with making recommendations to the UGC for Graduate Policy and Procedures (GP&P) (including, but not limited to, college and university due process policies and procedures, graduate faculty p&p, and interpretation of p&p.

**Dr. Nyhan stated that he has no interest in pursuing this proposal since it is not in the best interest of the Council and that Due Process should remain a separate committee.**

**This proposal was stricken from the agenda because of lack of motion.**

## **XI. Non-degree seeking student status**

**Issue:** Issue addressed by the Circle of Chairs and forwarded to University Graduate Council

**Proposal:** “Non-degree students already possessing a bachelor's degree should be counted as Graduate non-degree students and not Undergraduate non-degree students. “ (from Circle of Chairs)

### **Rationale:**

*For* - Many graduate programs do not allow undergraduate non-degree students to take courses but do allow graduate non-degree students.

*Against* - Shouldn't a student designation be contingent upon their intent (i.e. second bachelor's degree vs graduate degree)? Designation as a graduate student should require more than a student declaration.

**A motion was passed by Dr. Floyd to accept proposal as stated, seconded by Dr. Morris with the Council concurring unanimously.**

## **XII. Electronic Thesis & Dissertation**

### **a. Confidentiality**

**Issue:**

1. Should students be permitted to restrict access to their dissertation or thesis without justification?
2. Should there be a time limit on how long access should be restricted?

**Proposal:** FAU will use the same options UMI uses. See UMI/Proquest options (attachment C)

### **b. Plagiarism**

**Issue:** Should all theses and dissertations be submitted to “Turn-It-In.Com” to ensure originality of work? This would serve 2 purposes: 1. to ensure work is not plagiarized and 2. to establish the work as the student's own and prevent potential plagiarism.

**Proposal:** All theses and dissertations must be submitted to “Turn-It-In.Com” prior to defense. Committee Chair would be responsible for examination of report and, if necessary, any discussion and revision of work.

**Dr. Terry recommended that this item be tabled because of time constraints and the need for additional information.**



### **XIII. Graduate Student Issue (Chris Renga)**

**Issue:** Chris Renga is requesting that UGC review concerns from graduate students as outlined in attachment D

**Student voiced concerns to Mr. Renga in regards to lack of consistent policies amongst colleges; job opportunities for graduate students; lack of a committee or policies to address issues with advisors, graduate teaching assistants and graduate research assistants.**

**Mr. Mayron requested a resolution of support from the Council on behalf of graduate students to ask the Colleges to fill in a questionnaire and return to the Council, seconded by Dr. Zilouchian.**

**The Council unanimously approved that this proposal be tabled pending Mr. Renga introducing one or two students to each college and have the Dean's office or Program complete the questionnaire and return findings to the Council.**

### **XIV. The Council adjourned at 3:35pm.**

#### **Attachments:**

- A     [Approved text establishing a graduate faculty at FAU](#)**
- B     [Graduate faculty nomination form](#)**
- C     [UMI/Proquest form regarding publishing options](#)**
- D     [Graduate student letter](#) - [Questionnaire](#)**