

**Minutes
University Graduate Council
October 8, 2008**

Present: William McDaniel (Chair), Business Presiding; Deborah Floyd, Education; Elwood Hamlin II, CAUPA; Ali Zilouchian, Engineering; Ronald Nyhan, CAUPA; Xupei Huang, Biomedical Science; Chad Simon, Graduate Student Association; John Bernardin, Business; Charles Roberts, Science; Ruth McCaffrey, Nursing; Massimo Caputi, Biomedical Science

Excused Absence: Larry Liebovitch, Science; Khaled Sobhan, Engineering; Gail Burnaford, Education; Susan Chase, Nursing; Doug Broadfield, Arts & Letters; Ben Lowe, Arts & Letters; Xupei Huang, Biomedical Science

Others Present: Barry Rosson, Graduate College; Susan Fulks, Graduate College; Jennifer Sughrie, Education; Ira Bogotch, Education, Pat Maslin-Ostrowski, Education

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

- I. **The minutes from the March 26, 2008 and April 9, 2008 meetings were approved unanimously by the Graduate Council.**

McDaniel was unanimously approved by the council to be the chair of the Graduate Council for the 2008-2009 academic year.

- II. **BOG Regulation regarding Graduate Admissions**

The BOG passed Regulation 6.003 asking every state university to come up with minimum standards for graduate and post-baccalaureate, professional admissions. The graduate deans met and drafted a document that could be used to guide state university graduate schools with developing minimum standards.

The council discussed the document. Rosson stated that the Graduate Council does not have to use any part of this document in drafting minimum standards.

Zilouchian moved to share this charge with the faculty members and deans of colleges and discuss at the November UGC meeting. Simon seconded this motion. The council approved this motion unanimously.

Council requested that Fulks send the electronic version of the joint statement written by the Florida graduate deans and the current catalog language pertaining to graduate admissions standards to the council members.

Roberts moved to discuss agenda item V next. This was seconded by Simon and opposed by no one.

III. EDL Concerns [see letter]

Rosson spoke briefly about the intention behind the revisions to the Thesis and Dissertation Guidelines. McDaniel asked how the council would like to proceed with the document. Floyd spoke about the process of reviewing and approving such documents in the future. McDaniel talked about the process of taking concerns to the Graduate College and the Graduate Council prior to going to Steering and UFS.

Roberts asked if the Thesis and Dissertation Guidelines will be enforced this semester with regard to the submission of the draft to the Graduate College. Rosson explained that the draft review happens in parallel with the student's preparation for the defense and is meant to help the student.

Sughrue motioned to proceed with the process of reviewing the document with college faculty members. Zilouchian seconded this motion. Council members will take the updated document to their faculty members for input. Council will discuss these comments at the November 19 meeting. This motion was unanimously approved by the council.

The council approved by consensus Rosson's suggestion that the Graduate College leave both versions of the document on the website this semester. Students can use either version Fall 2008 semester.

Floyd moved that the Graduate College seek input from the Graduate Council on document revisions in the future (prior to posting them online). Sughrue seconded this motion with the council approving unanimously.

Floyd asked if she could bring concerns directly to Dean Rosson. The Dean said she should, and that he encourages direct communication with Graduate Council members.

Fulks to send electronic copy of updated Thesis and Dissertation Guidelines to Graduate Council.

IV. Transcript Evaluations for International Applicants

Rosson spoke about admissions fraud (counterfeit transcripts). He stated that the current requirement for international graduate applicants is for a course by course evaluation including a G.P.A. calculation. Other universities only require a program evaluation, which is more affordable for the applicant.

Rosson asked if the council would approve of the Graduate College requiring only the program evaluation for international applicants unless departments specifically request the course by course with G.P.A. calculation. Zilouchian supported the Graduate College requiring applicants only to submit a program evaluation, unless otherwise specified by academic departments.

Zilouchian moved to require program evaluations from all international graduate applicants, except in those cases where departments explicitly notify the Graduate College that they require the course by course with GPA calculation. This motion was seconded by Roberts and approved unanimously by the council.

Fulks will send an email to all department chairs and council members requesting this information. The deadline to respond to the Graduate College is October 31, 2008. Departments who do not respond by this deadline will be listed on the website as requiring a program evaluation for international applicants by default.

V. Graduate College Governance Document

VI. Verification of Graduate Faculty Members by College

Fulks spoke to the council about finalizing Graduate Faculty lists in preparation for the vote on the Governance Document. Fulks will send electronic versions of lists to each college for certification.

Floyd proposed the idea of having a voting commission (sub-committee) to handle voting process and official communication. Floyd asked about developing a timeline. McDaniel asked council if they would like to use Votenet as means for voting on Governance Document.

Floyd asked how long voting should stay open.

Fulks to send graduate faculty lists electronically to graduate council members. The council decided colleges must reply with certified lists (this will be done electronically) to McDaniel no later than Monday, October 13, 2008. Floyd stated if colleges do not reply to McDaniel by that date, the list will be used as is (this will serve as de facto certification).

Sughrue nominated Bill McDaniel, Eric Shaw, and Susan Chase to be on the voting commission. This was seconded by McCaffrey and approved

unanimously by the council. Floyd asked that the language for the voting email be sent to council members for review before it is sent out to graduate faculty.

The council unanimously decided the voting would be open (using Votenet) from November 3 or 4 to November 21. The voting commission will present the voting results to the UFS on December 5, 2008.

VII. New Business

The meeting was adjourned at 3:25 p.m.