

**Florida Atlantic University
University Graduate Council
Minutes
October 14, 2009**

Present: William McDaniel (Chair), Business Presiding; Deborah Floyd, Education; Valerie Bryan, Education; Elwood Hamlin II, CAUPA; Ronald Nyhan, CAUPA; Charles Roberts, Science; Stuart Glazer, Arts & Letters; Ali Zilouchian, Engineering; Larry Liebovitch, Science; George Morales, GSA; Ashley Pinette, GSA; Massimo Caputi, Biomedical Science; Yan Yong, Engineering; Terry Skantz, Business

Absent: Xupei Huang, Biomedical Science; Khaled Sobhan, Engineering; Shirley Gordon, Nursing; Susan Folden, Nursing

Others Present: Barry Rosson, Graduate College; Susan Fulks, Graduate College; Anna van Dam, Graduate College; David Kian, Office of the General Counsel; Audra Lazarus, Office of the General Counsel; John Pritchett, Office of the President; Ed Pratt, Undergraduate Studies.

The meeting was called to order at 2:00 p.m. by McDaniel.

I. Approve Minutes from February 2009 Meetings and September 2009 Meeting

The minutes from all three meetings were approved unanimously by the council.

II. Establishing a Term of Service/Frequency of Election for the UGC Chair

McDaniel asked for the council's input on the term of service for the UGC chair.

Zilouchian moved for a two-year term beginning upon election in September, so long as this term is not in conflict with college terms relating to elections. Roberts seconded the motion, with the council concurring unanimously.

McDaniel asked if the council would like to entertain a replacement for the current chair.

Nyhan moved to nominate McDaniel retroactively to serve the September 2009-2011 two year term. Floyd seconded the motion, with the council concurring unanimously.

McDaniel requested that at its next meeting, the council discuss terms of service for chairs of subcommittees.

III. Discussion with President/Provost and University Attorney

Pritchett spoke briefly to the council about the important leadership role of the Graduate Council at the university. He spoke about the changes that have taken place due to having a centralized Graduate College at FAU.

Kian addressed the council about the constitutional foundation for having due process for students at the university. He outlined the institution's need to articulate in writing the expectations the students will be required to meet and the process to be followed if a student is not meeting the expectations.

Nyhan spoke about regulation 4.001 and the need for revision and drafting of new documents for university-wide due process language. Kian agreed that 4.001, as it exists, is insufficient to satisfy the due process requirement at the university. Pritchett recommended the council members research similar documents at other universities to get ideas about how they handle due process for graduate students.

McDaniel asked the group members how they would like to proceed. Zilouchain said the group should start by looking at individual college policies. Nyhan shared that approach had been pursued in the past, and that most colleges do not have such rules.

Floyd recommended for the future that the Agenda (marked "DRAFT") should be circulated one week in advance of each UGC meeting for comment. The council members agreed by consensus.

Caputi moved that Fulks circulate the electronic version of the Student Rights and Responsibilities document to the council members and Audra Lazarus. Caputi added that council members would take this draft back to their college committees for feedback for discussion at the next UGC meeting (where he requested Lazarus be present). Floyd seconded this motion. Floyd requested that the draft be dated and marked as "draft" prior to circulation.

Zilouchian asked that the GSA representatives be active in providing input on this document as it moves forward.

Rosson asked when the council wished for Lazarus to see the document. The council agreed by consensus she should receive the document at the same time it is sent to the council members.

The council approved this motion unanimously.

Bryan moved that Lazarus provide examples of due process documents from other universities. Caputi seconded this motion. Rosson recommended that Lazarus provide links to examples one week prior to the next UGC meeting. Bryan accepted this as a friendly amendment.

Bryan accepted Rosson's suggestion as a substituted motion. Caputi seconded this substitution, with the council concurring unanimously.

IV. Due Process Subcommittee Update

Floyd moved that the council thank Nyhan for his three years of exemplary service as the Due Process Subcommittee chair. Caputi seconded this, with the council concurring unanimously.

Nyhan asked that council members provide input on the documents that Pratt's committee is producing. The Honor Code and Grade Dispute documents are moving forward, and he encouraged council members to read them and provide feedback.

McDaniel stated agenda items VI and VII would be moved to the next UGC agenda.

V. Governance Document Approved: Next Steps

Rosson spoke to the council about the need for congruence with the Governance Document at the college, department/school and graduate program levels. He shared that discussions need to start taking place to update and revise existing bylaws and guidelines to be consistent with the Governance Document.

Zilouchian stated to get the ball rolling; the deans need to be involved in the process. The council agreed it would be a good goal to have this work completed by the end of this academic year. Rosson agreed if it was the desire of the council, he would work with the deans to make sure this happens.

Floyd moved that any student who has been admitted to candidacy prior to August 30, 2010 should not be penalized (i.e. committee members approved). Roberts seconded this motion. Zilouchian suggested this deadline be moved to May of 2009.

The council voted against the motion (4, 6).

Nyhan moved that the document is in place as approved by the Graduate Faculty and should be effective as of the approval date. Zilouchian seconded the motion. McDaniel pointed out the motion is out of order because if there were no motion, things would stand that way already. Nyhan withdrew his motion.

McDaniel asked how the Graduate Dean should act in cases of hardship. The council agreed by consensus that difficult cases (cases causing potential student hardship) will go to the Graduate Dean for a decision. In the event of a dispute over his decision, the case will go to the UGC for a final decision.

Rosson agreed to work with the college deans on moving this process forward. Floyd suggested a subcommittee needs to be created to move these college processes forward. McDaniel said that would be placed on next month's agenda.

VI. Electronic Theses and Dissertations

VII. Maintenance of Thesis & Dissertation Guidelines

VIII. Other Business

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