

MINUTES  
GRADUATE COUNCIL  
OCTOBER 12, 1995

MEMBERS PRESENT: Dr. Patricia Ashton, Dr. Nicolae Cristescu, Dr. Michael Weigold, Dr. David A. Jones, Dr. Karen Bjorndal, Dr. Rachel Shireman, Dr. Anita Spring, Dr. Patricia Craddock, Dr. Susan Frost, Dr. Richard Yost, Dr. Karen Holbrook, Ms. Ruth Troccoli, Ms. Lisa Rowe

MEMBERS ABSENT: Dr. Pauline Lawrence, Dr. Scotty Powers

STAFF PRESENT: Dr. Richard Lutz, Ms. Dorothy Long, Ms. Helen Martin, Ms. Phyl Schmidt, Ms. Julie Shih, Ms. Bernice Thornton, Ms. Coralu Roessner

The Graduate Council meeting was called to order by Dr. Karen Holbrook at 1:02 p.m. Ms. Lisa Rowe, the newly elected Graduate Student Council alternate, was introduced and welcomed to the Graduate Council. Dr. Holbrook announced that Mr. Robert Woods has accepted the position of Acting Director of the Office of Graduate Minority Programs and will be joining us on October 23, 1995.

**ACTION ITEMS**

1. There was one correction to the minutes of September 21, 1995. Under Action Item #1, on page 2, paragraph 5, the word assistantship should be one word. The minutes were then approved as corrected.
  
2. Julie Shih proposed new guidelines for developing a new concentration under an existing degree program. She clarified that new graduate programs must be approved by the Board of Regents. In many cases, however, a BOR-approved graduate program exists at the college level, with individual departments or interdisciplinary groups having concentrations under the program umbrella. Such concentrations appear on the transcript if they have been approved by the Graduate Council. The proposed guidelines are intended to assist departments in the approval process for a new concentration and suggestions were made to change the name of the guidelines to AGuidelines for Developing a New Concentration under an Existing Graduate Degree Program, and to subordinate the first paragraph to make the purpose of the guidelines clearer. The paragraph titled Rationale and Need Assessments was amended as follows (amendments in brackets):

What is the rationale for offering this new concentration? How will this concentration improve the quality of educational offerings at the University of Florida? How does the proposed concentration relate to existing programs at the University of Florida [and elsewhere]? What new areas need to be added to ensure that the curriculum of the

proposed concentration has a sound foundation? What national, state, or local data can be provided to support the need for students in this proposed concentration? What are the future demands (job market) for the graduates of this concentration?

The Council voted unanimously to approve the guidelines in principle. They will be resubmitted with the necessary corrections at the next meeting.

3. The Council discussed a proposal modifying the term of the Graduate Council Representative to the DSR Board of Directors. It was unanimously approved to propose the following policy to the DSR Board:

The Graduate Council will elect a member to serve a one-year term, with the possibility of re-election for a second term.

4. The Council unanimously approved a proposal to eliminate the Announcement of Examination form used for master's and doctoral final oral examinations. Due to excessive paperwork and printing expense, each department would announce their final oral examinations only within the department. Specifically, the revised policy is as follows:

Notice of the time and place of the final examination must be submitted to the Graduate Coordinator of the department/college 10 business days (two calendar weeks) prior to the examination, with copies to all members of the supervisory committee. Doctor of philosophy students should also attach the abstract of the dissertation. It is recommended that all final examinations be announced electronically to graduate faculty campus-wide.

The announcement of final examination will no longer be monitored by the Graduate School. However, the Report on Thesis or Dissertation and/or Final Examination form still must be submitted to the Graduate School. The final examination may not be scheduled earlier than the term preceding the semester in which the degree is to be conferred.

The Council also voted unanimously to rescind the policy requiring a Graduate School representative to attend all final oral examinations. The policy had not been enforced since 1992.

5. A proposal to establish a Doctor of Audiology degree at the University of Florida was returned to the Department of Communication Processes and Disorders for signoff by the College of Liberal Arts and Sciences.
6. A subcommittee was established to prepare a draft of a position statement on the nature of graduate education. Members who volunteered are Dr. David Jones (Chair), Dr. Richard Yost, Ms. Ruth Troccoli and Dr. Patricia Craddock.

## **DISCUSSION ITEMS**

1. Julie Shih presented a report she had prepared for the 1995 Florida Quality Evaluation Project. Twelve members of the AAU responded to the survey on graduate education and graduate school administration. Not all schools responded to each question because they did not have those statistics, and functions are somewhat different at each graduate school. The results were compiled into a chart for benchmarking. Although UF was compared against a very strong group of universities, we fared well on some measures. Nevertheless, there is some concern over our application rate. We need to recruit more proactively and increase our stipend support.

## **INFORMATION ITEMS**

1. There was a degree program name change from the College of Engineering. The MS, ME and Ph.D. in computer and information sciences was changed to the MS, ME and Ph.D. in computer and information sciences and engineering.
2. Council members were reminded that when submitting their department teaching schedules for Fall or Spring should allow for the Council meeting every month. It was suggested that for Spring 1996 Council meetings be held the second Thursday of the month at 1:30 p.m instead of the third Thursday at 1:00 p.m. Bernice Thornton will poll all members of the Council by telephone before finalizing this schedule change.

The Graduate Council adjourned at 2:30 p.m.