

MINUTES
GRADUATE COUNCIL
SEPTEMBER 16, 1998
1:30 P.M.

MEMBERS PRESENT: Dr. M. Jack Ohanian, Chair, Dr. Carol Reed Ash, Dr. Christine Chase, Dr. Joseph Delfino, Dr. Steve Dorman, Dr. Frederick Gregory, Dr. Pushpa Kalra, Dr. Frank Nordlie, Dr. Hugh Popenoe, Dr. Ann Progulske-Fox, Dr. Jerry Stimac, Ms. Trish Ventura

MEMBERS ABSENT: Dr. Barbara Barletta, Dr. Michael Perfit, Mr. Wes Wilson

GUESTS PRESENT: Dr. David Colburn, Dr. Paul Chadik, Dr. Donna Duckworth, Dr. John Kraft, Dr. Paul Mueller, Dr. Bhavani Sankar, Dr. Rachel Shireman, Dr. Craig Tapley, Dr. Arthur Teixeira, Dr. Asoo Vakharia, Dr. Warren Viessman

STAFF PRESENT: Dr. Richard Lutz, Ms. Helen Martin, Ms. Phyl Schmidt, Ms. Julie Shih, Ms. Bernice Thornton, Ms. Linda Vivian, Ms. Karen Webb

STAFF ABSENT: Ms. Dorothy Long

The Graduate Council meeting was called to order at 1:30 p.m. by Dr. M. Jack Ohanian.

I. **ACTION ITEMS**

1. The minutes of the Graduate Council meeting of May 21, 1998, were approved as written.
2. Associate Provost David Colburn presented the administration's proposal to change the policy regarding undergraduate course work in graduate programs. Currently, undergraduate courses at the 3000-4000 level outside the student's major field of study may be counted toward degree requirements. The proposed policy would change this current practice.

Proposed policy: The minimum number of credits required for any graduate degree must be earned in graduate-level courses. Graduate students may take undergraduate courses, but credits earned in undergraduate courses may not be counted toward the minimum number of required credits.

The legislature has funded \$9 million to increase graduate enrollment by 250 FTE next year. Graduate enrollment in undergraduate courses accounts for a loss of 60-70 FTE per academic year, which substantially impacts this objective. Although the new policy would not prevent students from taking undergraduate courses, it would require all graduate degrees earned to be met by graduate-level course work. Notwithstanding the funding issue, a graduate degree should be based on a graduate-level education experience and not be diluted with undergraduate courses. This might require eliminating undergraduate course requirements in graduate curricula, introducing new courses at the 5000 level, double numbering courses (with additional work required for a graduate course designation), or matching required 2000-3000 courses at the graduate level with a higher level of content.

The Council acknowledged the indisputable funding implications surrounding graduate FTE and noted the lack of uniformity in this issue among other peer institutions that might have provided a model. However, some of the highly rated graduate programs in other institutions, in addition to the University of Florida, do allow some undergraduate courses. Other discussion focused on the impact of this proposed policy on students and the educational process. The Council felt these concerns should take precedent over fiscal considerations.

Council members raised concerns about the logistical effects of implementing the new policy as it relates to a minor field and interdisciplinary studies outside a single department's control. It would require extensive interdepartmental negotiation and planning to accommodate this requirement, which often involves a prerequisite course not offered at a graduate level.

The implications of double-numbered courses were considered. Developing appropriate assignments and administration for graduate students would have an impact on faculty responsibilities and their management by the department. Essentially, the instructor would be teaching two levels of a course simultaneously. It would require a substantial effort to modify courses at 3000-4000 level throughout the department to make this accommodation in preparation for this possibility. A report on undergraduate and graduate courses must be submitted to the State University System with syllabi kept on file in departments. Distinctions between the requirements for double-numbered courses might be necessary, because there was a past problem with demonstrating those differences. Therefore, guidelines would be necessary to clarify the type and amount of additional course work required of graduate students to differentiate the academic levels and justify the distinction. Dr. Colburn related that in the History Department, faculty provide the justification and a syllabus for a departmental vote. This procedure could be employed at the university level.

A question was raised about possible increases of undersubscribed courses due to double numbered courses. However, that definition is no longer applied at the university level, and it is now left to the department to make that determination.

Dr. Colburn specified that an approval of the new policy would be effective for students admitted for the 1999-2000 academic year. This would allow students currently enrolled or admitted under the most recent catalog to continue under the current policy.

Using 6905 Independent Work or 6931 Special Topics as alternatives has limited value because of the maximum credit allowance. Furthermore, the Council maintains that this designation should be reserved for course work that reflects the true intent of these titles and should not be used as substitutes for undergraduate courses.

Some support was expressed for the University of Michigan model, but it was deemed more liberal than the current UF policy and rejected for consideration. Because of the concerns expressed and without uniformity of practice among peer institutions, the Council favored some provision for exceptions in a new policy without burdening the Graduate School with numerous petitions.

The vote on a motion to approve the new policy resulted in a tie and was, therefore, not passed. The Council requested submission of alternatives to allow for limited exceptions. These options, to be drafted by the Graduate School, will be considered at the October meeting.

3. Dr. Richard Lutz presented an update on the Electronic Theses and Dissertations (ETD) Project. An initial voluntary pilot project was successfully completed with three students in spring 1998. An expanded pilot project is scheduled for fall 1998, with students from the six disciplines of anthropology, business, civil engineering, entomology/nematology, mass communication, and zoology.

A dedicated computer lab has been funded and established at Norman Hall with a half-time staff member to assist students in the conversion process from the software applications Word or WordPerfect to the PDF format. The ability to incorporate multimedia as part of the file provides an opportunity to include audio and video research data.

A target date of January 2000 is projected for a university-wide ETD requirement. Although the committee review of theses and dissertations may continue using paper documents, only the electronic format will be submitted to the Graduate School editorial office. The University of Florida Libraries will eventually store these documents in an electronic format only; however, UMI (formerly University Microfilms, Inc.), where all dissertations are archived, will continue to download, print, and microfilm. Three levels of release can be authorized by the student via the Web: total availability without delay; total availability after a prescribed time (to allow for patent approval, for example); or restricted availability at the University of Florida only. *The Council unanimously passed a motion to endorse the expanded ETD pilot project.*

4. Dr. Richard Condit and Dr. Craig Tapley presented a proposal to establish a joint PhD/MBA degree between the College of Medicine and the College of Business Administration. The first year contains course work from interdisciplinary medical sciences (excluding the biochemistry program); the second year consists of business courses; the third and fourth years are primarily science and research courses, along with one business course per year.

The qualifying exam is scheduled for the summer following the third year, which is primarily spent in the laboratory. Should the student not pass the exam, the student may receive the MBA only. The student receives a stipend for the first year including a fee waiver, but must be self-supporting during the second year of MBA course work. The Council unanimously approved the proposal.

4. Dr. John Kraft and Dr. Asoo Vakharia presented a proposal from the Department of Decision and Information Sciences to change the designation from MA to MS, because of the technical nature of this discipline. However, because the BOR will allow more than one master's degree in a program, the request was revised instead so that the Master of Science and Master of Arts degrees in business administration will be available for all concentrations in the college currently attached to the MA degree. *The motion was approved unanimously, effective for the spring term 1999.*
5. A proposal was presented by Dr. John Kraft to establish a Graduate School of Business. In 1978-79, the College of Business Administration requested approval for the establishment of a Graduate School of Business and the Fisher School of Accounting. It was believed that both requests were approved and it has been marketed for 18 years based on that assumption. However, more recently Provost Capaldi noted that the Graduate School of Business had never received BOR approval, and she appointed a committee of deans to determine functions and resubmit the proposal. The March 1998 committee report recommended that the Graduate School of Business continue to operate but did not offer specific details. At the further direction of the Provost and University Curriculum Committee, additional meetings were held in consultation with the university Graduate School to produce the present proposal containing significant activities.

Although the Council concurred with the college's intent to use the name for recruitment, concern was expressed about the scope of authority delegated to the College of Business Administration in this proposal and the resulting precedent it could create for the establishment of other college graduate schools. It was deemed a direct challenge to the construct of the university's Graduate School. Dr. Kraft expressed his interest in continued use of the graduate school name and voiced a willingness to reduce the activities to gain approval by the Council.

Clarification from the university administration was deemed imperative to determine the minimum scope of essential activities needed to be considered a graduate school, along with subsequent modification of the functions before a vote on the proposal could be taken. *The proposal was tabled pending receipt of a revised version.*

6. The College of Engineering, represented by Dr. Warren Viessman, Dr. Paul Chadik, Dr. Bhavani Sankar, and Dr. Arthur Teixeira, requested approval to establish five 3/2 programs in aerospace engineering, agricultural and biological engineering, biomedical engineering, engineering science, and environmental engineering sciences. The Council was assured that these programs would admit the most qualified candidates and that fourth year students, as graduate assistants, would not teach in the classroom. *The motion to approve these 3/2 programs passed unanimously.*

7. Dr. Rachel Shireman presented a proposal from the Department of Food and Resource Economics to substitute GMAT for the GRE admission requirement because of the business rather than research orientation of the program. *The Council voted unanimously to approve the motion.*

II. **INFORMATION ITEMS**

1. Dr. Richard Lutz updated the Council on graduate recruiting efforts and circulated a copy of the new poster. Ads have been published in *The Chronicle of Higher Education*, *Graduate Engineer*, and *Black Issues in Higher Education*. New web pages highlighting graduate fellowships are linked to Peterson's Guide and gradschools.com web sites.
2. Interviews are being conducted for an interim director for the Office of Minority Programs. Bob Woods recently departed to finish his doctoral studies at the University of Missouri-Columbia.
3. Graduate enrollment figures show an increase of about 400 students for the fall term although FTE figures are still lagging in the amount needed for the funding target.

The meeting was adjourned at 3:02 p.m.