

**MINUTES**  
**GRADUATE COUNCIL**  
**February 16, 2006**  
**1:30 P.M.**

MEMBERS PRESENT: Dr. Kenneth Gerhardt, Chair; Dr. Jane Brockmann, Dr. Kenneth Campbell, Dr. Nicholas Comerford, Dr. Thomas Crisman, Dr. Robert Holt, Dr. Linda Hon, Dr. Ann Horgas, Ms. Jensen Montambault, Dr. Dietmar Siemann, Dr. David Tanner

MEMBERS ABSENT: Dr. Eileen Fennell, Dr. Abraham Hartzema, Dr. Panagote Pardalos, Dr. Colin Sumners, Ms. Cynthia Puranik,

GUESTS PRESENT: Mr. Rick Ragan

STAFF PRESENT: Dr. Karen Bradley, Dr. Vivian Correa, Ms. Gann Enholm, Mr. Gary Hartge, Ms. Anne Taylor

**I. ACTION ITEMS**

1. **Announcements:** On behalf of the Nominating Committee, Dr. Gerhardt asked the Council members to submit names of candidates to Dr. Crisman as soon as possible. The slate needs to be completed by the March Graduate Council Meeting so that the vote can be done in late Spring.
2. **Minutes of the January 19, 2006, Graduate Council Meeting.** Approved.
3. **Proposal from the Warrington College of Business Administration to sunset graduate degrees that will no longer be used.** This request has been reviewed and approved by the College faculty. They have restructured the curriculum and migrated many concentrations to majors. Approved unanimously. The request will go to Faculty Senate for final approval. Effective date: when all approvals are obtained.
4. **Proposal for the Graduate School to accept electronic verification of the Final Examination rather than the paper document.** The Graduate School Records Office submitted this proposal to improve the flow of information from departments to the Graduate School. Electronic verification will be submitted by the academic unit via GIMS. The officially signed form will remain in the student's file housed in the department. For those colleges that require signatures from both the department and college, the suggested protocol is to have the department obtain all signatures from the committee, forward and receive back from the college dean, and then the department will submit verification electronically. GIMS has programming in place to insure compliance with current Graduate Council policies governing final examinations. Some discussion occurred about the content of the form, in that it does not distinguish the performance in the final exam from acceptance of the dissertation.

The Council was reminded that the expectation is that the Graduate School receives notification after the student has satisfactorily completed both activities. The Graduate School will pilot this electronic verification submission process with the Final Exam form. Approved unanimously. Effective date: immediately to pilot, followed by a timely implementation.

## **II. Discussion Items**

- 5. The UF Constitution was discussed with respect to the responsibilities of the Graduate Council and its relationship with the Faculty Senate.** Dr. Gerhardt gave a brief history of the need to review the constitution, which lays out Graduate Council responsibilities: to set broad policy and recommend approval for degree programs. It is important to consider how the Graduate Council fits into new changes in governance such as the Faculty Senate Councils. Per Dr. Glover, the role of these councils is to provide oversight and overview of the various campus committees. They should introduce topics to the Senate Steering Committee, but they should not be actively involved in undertaking specific projects. The Graduate Council has a representative on the Faculty Council for Research. Another aspect of Graduate Council work is to act upon department requests to sunset unused degrees. Departments should be monitoring the progress of programs and need for degrees. The provost has requested 6 departments in CLAS to undergo program review, which will look at undergraduate, graduate and administrative structures. Previously, the program review had been done at the college level. In some institutions, such as North Carolina State University, the Graduate School does a review of programs in conjunction with external program reviewers.
- 6. Updates on Graduate Education Projects**
  - a. **Doctoral Completion Grant:** During the past month, Dr. Gerhardt and Dr. Bradley visited all 13 of the participating departments. They reviewed the degree program completion data, and talked about aims of the Doctoral Completion grant in terms of department specific initiatives related to the Four Conditions model.
  - b. **NRC Survey:** Data collection will be completed by the end of the year so the timeline is compressed. There will be about 60-70 UF departments involved. Neither the Final Taxonomy nor instructions regarding “sharing” interdisciplinary faculty are available yet. Quantitative data for the surveys will be supplied centrally. Departments will identify their faculty and students to receive the surveys. NRC will do the faculty citation reviews.

The meeting adjourned at 2:30 pm.