

**GRADUATE COUNCIL MEETING MINUTES**  
**December 17, 2015**  
**1:00 P.M.**

**264 GRINTER HALL CONFERENCE ROOM**

**MEMBERS PRESENT:** Dr. Paul Duncan (chair); Dr. Nancy Dana; Dr. Christopher Hass; Dr. Ann Horgas; Dr. Mahendrarajah Nimalendran; Dr. Joanna Peris; Dr. Cindy Prins; Dr. Pamela Soltis; Ms. Mirna Amaya (GSC Alternate)

**MEMBERS ABSENT:** Dr. Henry Frierson (chair); Dr. Tom Frazer; Dr. Connie Shehan; Dr. Dietmar Siemann; Dr. Jane Southworth; Mr. Nathan Blinn (GSC representative)

**GUESTS PRESENT:** Dr. Tim Brophy (Office of the Provost); Mr. Rick Bryant (Office of Admissions); Dr. Brian Marchman (Distance and Continuing Education); Dr. Joyce Stechmiller (College of Nursing); Ms. Anita Stephen (College of Nursing)

**STAFF PRESENT:** Ms. Gann Enholm; Ms. Caroline Lentz (recording); Mr. Matt Mitterko; Dr. Rhonda Moraca; Ms. Stacy Wallace

The meeting was called to order at 1:02 p.m.

**I. ACTION ITEMS:**

1. Minutes from the November 19, 2015 Graduate Council meeting (Enclosure 1). A motion to approve was made, seconded, and passed unanimously.

**CERTIFICATES:**

2. **Proposal from the College of Agricultural and Life Sciences for a modification of the graduate certificate in Landscape Pest Management requirements for course grades to align with Graduate Certificate Policy and the addition of course and course substitution (#10469).** Dr. Paul Duncan was present for discussion (Enclosure 2). Dr. Duncan explained that this proposal, as well as Agenda Items 3 and 4, are all minor modifications to align the language of the certificates with the Graduate School policy. The original certificate proposals stipulated grades of "B" or better, but the Graduate School Certificate Policy states that a "C" can be a passing grade for certificates, as long as the graduate certificate GPA remains 3.0 or greater. A motion to approve was made, seconded, and passed unanimously.
3. **Proposal from the College of Agricultural and Life Sciences for a modification of the graduate certificate in Medical Entomology requirements for course grades to align with the Graduate Certificate Policy (#10470).** Dr. Paul Duncan was present for discussion (Enclosure 3). A motion to approve was made, seconded, and passed unanimously.

4. **Proposal from the College of Agricultural and Life Sciences for a modification of the graduate certificate in Urban Pest Management requirements for course grades to align with the Graduate Certificate Policy (#10471).** Dr. Paul Duncan was present for discussion (Enclosure 4).  
A motion to approve was made, seconded, and passed unanimously.

**FACULTY MEMBER AS STUDENT:**

5. **Petition from Anita Stephen, a faculty member in the College of Nursing, to pursue a Ph.D. in Curriculum and Instruction with an emphasis in Educational Technology at the University of Florida.** Dr. Joyce Stechmiller and Ms. Anita Stephen were present for discussion (Enclosure 5).  
Dr. Duncan explained that there have been no requests like this for a few years, but now Graduate Council has seen two in recent months, which demonstrates the need for exceptions to the policy that faculty members cannot be graduate students and vice versa. Ms. Stephen is a clinical faculty member at the College of Nursing who wants to pursue a PhD from the College of Education. Her focus would be on educational delivery through simulation. This application will be important in nursing and will not only add to Ms. Stephen's own personal stature but will also enhance the educational offerings of the College of Nursing.  
A motion to approve was made, seconded, and passed unanimously.

**II. DISCUSSION ITEM:**

6. **Graduate Faculty Policy revision/update.** Dr. Paul Duncan was present for discussion (Enclosure 6).  
Dr. Duncan explained that this policy will be an action item in January and is an attempt at clarification, because the graduate faculty appointment processes have become cumbersome. The language in this policy has been pulled from existing language in order to clarify what we are trying to accomplish.  
**GC Member:** Please explain further how this policy was initiated.  
**Dr. Duncan:** Originally in the graduate world, faculty members would meet with the graduate dean and simply ask if they could teach graduate students. There were two classifications of faculty members until around the mid-1990s, at which time a change to policy eliminated the two classifications. Since that time, the types of faculty has ballooned, so this policy is an effort to be more precise and clearer and to allow the departments latitude. Essentially, there are three processes for faculty in regard to graduate status appointment. There are routine tenure or tenure-accruing faculty for whom appointment to the graduate faculty would be quite routine.; there are other faculty appointees for whom the academic units must provide a nomination and defense of why they should be appointed to the graduate faculty finally, there are those that require a nomination and even stronger defense.

**GC Member:** Do faculty members automatically have status?

**Dr. Duncan:** That's why I used the word "essentially" in the document, because the Dean could approve. This policy goes along with the Collective Bargaining Unit agreement. For such routine faculty appointees, we usually pull the information from Human Resources, cull the list down to the eligible faculty members and then the dean sends a letter.

**GC Member:** Can a department's policy be stricter than the Graduate School policy?

**Dr. Duncan:** The unit could theoretically be stricter. For example, the units could say that someone who is a PhD student last month ought not to mentor a PhD student this month. I urge that exceptions like that would be in writing and go through the unit. Within the Bargaining Unit, all faculty must have access to serving on committees and if restrictions are made, they must apply to all faculty.

**GC Member:** If an assistant professor is also a graduate faculty member, can they be removed according to this new policy?

**Dr. Duncan:** For example, lecturers are only eligible for graduate faculty appointment by exception; they have to make their case to the Graduate School Dean. The rules are not explicit down to the level. The question is-should there be language added to state those who aren't eligible, such as adjunct faculty or Lecturers? Some units believe that lecturers who are appointed with 100% teaching obligation and have no research portfolio should not supervise the research of graduate students. Units can change appointments to make some faculty members lecturers if they are not eligible for tenure but the unit wants to keep them longer.

**Dr. Brophy:** The units of analysis for graduate faculty appointment are rank, appointment, assignments, etc.

**GC Member:** One potential issue has to do with the metric used to evaluate units, the academic analytics of the ratio of graduate students to faculty members with graduate faculty status. The perception is that once faculty are appointed to graduate status, the appointment lasts for life. However, the department chair does have the ability to withdraw their appointment. The position is not endowed status for life. I think we have to be careful. We want to be inclusive, but not too inclusive. There are some graduate faculty members who have long-time graduate faculty status but who are no longer mentoring students; however, those faculty members would be counted as a denominator in the metric. There is the quantitative analysis of graduate programs to consider.

**Dr. Duncan:** There is a certain pressure to have more faculty members in order to spread the work. There are really two main issues related to this policy. The first is what constitutes eligibility. Are there some categories of faculty that should be removed? The second consideration is duration. Some institutions have a clock every five or ten years after which they evaluate graduate faculty appointments.

**GC Member:** There wouldn't need to be a new review; it could be built into the sustained performance review.

**Dr. Duncan:** The University is considering a "Professor of Practice" title to do away with the derivative titles, but the timeline on that is not known. Currently, the policy requires that nominees have a prior relationship with the graduate department. In that case, would we require them to be appointed as a courtesy or affiliate faculty member first? If a faculty member's only connection to the department is the graduate faculty status, it becomes a problem and students are often caught in the cross-fire. It will be

interesting for staff to do this [policy]. There are data coming in and going out in different directions, and we can't predict the sequelae. Once this policy is approved, it will require months of testing, and it will likely be next fall before it is implemented. There will be another policy like this one discussed at next month's Graduate Council meeting. That one will be a policy on final exams. The rules will be pulled from ten different places and deal partly with the physical presence requirement of the current final exam policy.

**GC Member:** Are the final exams moving toward being internet-based?

**Dr. Duncan:** Some programs have coursework only, and there are Master's programs that have no thesis. So, how would we require a thesis defense? There is a strong belief that graduate degrees are more than their courses.

This proposal will be a discussion item at a future Graduate Council meeting.

### **III. INFORMATION ITEMS:**

7. **Departments of Chemistry and Pharmacy each to have DEP codes reflecting jointly proposed course PHA 6435 (Enclosure 7).**

Graduate Council members did not require additional discussion or revision to this item.

8. **Departments of Agricultural and Biological Engineering, and Soil and Water Science each to have DEP codes reflecting jointly offered course AGG 5607 (Enclosure 8).**

Graduate Council members did not require additional discussion or revision to this item.

9. **Modification of the graduate certificate in Aquaculture & Fish Health to add FAS 6176 Algae Biology & Ecology as an elective course (#10421) (Enclosure 9).**

This item was administratively approved with an effective date of Spring 2016.

10. **Modification of the major for the Master of Business Administration to remove QMB 5304 from the required course list (#10485) (Enclosure 10).**

This item was administratively approved with an effective date of Summer 2016.

11. **Graduate Programs – Distance and/or Self-Funded (No new items).**

Meeting was adjourned at 1:37 p.m.