

BROWN BAG MEETING

Tuesday, November 15, 2016 | 10AM | TECO Room

NOTES

RECRUITING – Dr. Ruth Bahr

McKnight Meeting last Saturday
Minority conferences in Tampa too
When prospective student names come in, Dr. Bahr will forward to departments

PETITIONS TRANSITION - Mathdany Clark

Anything outstanding for grad students that need to be processed should be sent ASAP - may be on leave before December 1, and out through February.

Jessica Sonnenschein and Dr. Bahr will be helping out during that time.

DROPS/WITHDRAWAL – Dr. Bahr

Drop - A student may drop a course(s) during the drop/add periods (first five days of classes) in order for the course(s) not to appear on any permanent academic records. No tuition or fees will be assessed for course(s) dropped within that period. Courses may not be dropped after the last day of classes except in cases of University Administrative error.

Withdrawal - A student may withdraw from a course(s) between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates). However tuition and fees will be assessed for any course(s) withdrawn by the student after the first week. The student's academic record will reflect a "W" grade for any course(s) withdrawal between the second and tenth week of the semester. Under specific conditions, consideration for refund of tuition and fees may be requested if a Fee Adjustment Request form accompanied by verifiable supporting documentation is submitted to the Office of the Registrar within six (6) months from the end of the semester to which any refund would be applicable. Students who withdraw may not continue to attend classes.

Effective Fall 2016, all graduate students will be limited to a total of two course withdrawals while enrolled as a degree-seeking or a non-degree seeking taking graduate courses at USF. Only in extenuating circumstances will approval be granted for more than two course withdrawals. Appeals for additional course withdrawals due to extenuating circumstances must be submitted to the Office of Graduate Studies via the Graduate Petition process.

We've been getting an increase of LOAs with an explanation of "I'm tired." They need to put more explanation. The same goes for the Withdrawal - with Cause.

Beginning Spring 2017, Grad Studies will make the decision as to whether a student can get a Withdrawal - With Cause.

TRANSFER OF CREDIT

Think carefully before transferring all credits from an external institution - students should be able to at least submit a syllabus for the course they want to be transferred. Not all courses are the same. It may not cover materials covered in our courses. Some departments have the professors who teach that USF course review the syllabus.

International Institutions do things very differently - the courses may not cover the same materials. Also courses that are 1.5 credits is only half of a 3 credit course. It's not just getting a transcript translated - they only translate and tell you how many hours it would equate to.

It's okay to say no on course transfer.

Students may transfer graduate-level structured coursework into their graduate program taken at regionally accredited institutions, including USF System Institutions (USF St. Petersburg, USF Sarasota-Manatee), with the approval of the graduate program, college, and Office of Graduate Studies.

- May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail grades are not eligible for transfer. Grades from courses taken at other Institutions are not calculated in the USF GPA, although the courses are listed on the transcript.
- May transfer in up to 50% of a given graduate degree program's total minimum hours as reflected in the individual degree program listings in the USF Graduate Catalog in effect at the time of initial enrollment for that degree program. For doctoral programs, this percentage is based on the post-baccalaureate minimums. Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit. Individual Graduate Programs may have more restrictive requirements.
- Must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.
- Must not be older than ten years at the time of graduation or course currency is required.

MAJOR PROFESSOR

Major Professors must meet the following requirements:

- Be from the student's home Department (or serves as a co-major professor with someone from the Department);
 - Departmental politics may not be the same in other departments/colleges, and have different expectations.
 - When a student goes for a final defense, you don't want a rogue committee member not approving the defense - that's what a Major Professor/Chair is there for - they can say it's not fair, and ensure compliance with the home department's procedures.
 - Co-chairs may be from another department or college.
- Be graduate faculty*, as defined by the University, from the student's academic area;
- Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements;
- Be active in scholarly pursuits as evidenced by at least one refereed publication in the last three years;
- Have been approved by the student's Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor.

**Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty*

Graduate Tenure or Tenure-track Faculty may serve on committee

Anyone that's not (emeritus, community member, or instructor) needs to submit a CV to the department chair, and will be sent to Dr. Bahr for approval.

While this is a college level decision, we are trying to keep track and ensure things are up to date.

DOCTORAL COMMITTEE COMPOSITION – Dr. Bahr

The Doctoral Dissertation Committee will consist of at least four members

- the Major Professor must be from the student's department and academic area;
- two additional members must come from the academic area (i.e. discipline) of the student;
- at least one external member (from outside the Department, School, or equivalent, hosting the doctoral program, but may be within the academic discipline);
- a minimum of two members, including the Major Professor, must be from the student's Department and graduate faculty by definition.

Faculty holding joint or adjunct appointments in the degree-granting academic unit (i.e., Department or equivalent) cannot be external members on a student's committee.

From the Catalog:

The Doctoral Dissertation Defense (Final Oral Examination) shall be presided by

- an external committee member from outside the Department, School, or equivalent, hosting the doctoral program, but may be within the academic discipline.

OR,

- a non-committee member (a.k.a. Outside Chair), (Refer to the individual Program's Degree Requirements in the Graduate Catalog for information). If the Chair is from another institution, this individual must be approved for Affiliate Graduate Faculty status.

The Doctoral Dissertation Defense Chair's role includes overseeing the proceedings as well as serving as the student's advocate, by ensuring fairness of the process. Faculty holding joint, courtesy, or adjunct appointments in the degree-granting academic unit (i.e. Department or equivalent) cannot serve as the Defense Chair.

Some Colleges have a Program Committee comprised of graduate faculty, who advise the student from admission up to doctoral candidacy, when the formal Doctoral Dissertation Committee is formed. As soon as an area of research is determined and a major professor is selected, a Doctoral Dissertation Committee will be appointed and approved for the student. The Department will request approval of the Doctoral Committee from the Dean of the College and, as needed, the Dean of the Office of Graduate Studies. The Doctoral Committee will approve the student's course of study and plan for research, supervise the research, grade the written comprehensive qualifying examination, read and approve the dissertation for content and format, and conduct the dissertation defense.

HIPAA VIOLATIONS/RESEARCH MISCONDUCT – Dr. Bahr

We've had an increase in the number of ETDs with HIPAA violations – including the printing of sensitive, private material.

Please check for names in ETDs, ask the students if the name is made up (pseudonyms) in their ETDs. Make sure if they include data in the appendices, the information is de-identified and has nothing that could give away the identity of the subject(s). Contact the IRB if you need additional info on what is considered confidential.

Students have done HIPAA training and got IRB approval, so this is the student's responsibility, but the University can still get in trouble for these issues.

TA TRAINING – Dr. Bahr

Policy changed - 0 credit courses will be charged 1 credit of tuition - for Peace Corps (to keep them enrolled). We also use the 0 credit courses for TA Training. **Students taking TA training will not be charged this Fall or in Spring 2017 for our TA Training.**

TA Training has been put into Banner, so students can enroll. Dr. Bahr will email shortly.

ITA TRAINING – Dr. Bahr

Dr. Bahr will be sending out an email this afternoon/tomorrow morning.

The course is how to teach in English, run a classroom, etc.

There is no waiver on ITA Training. There's a waiver for TOEFL for Admissions purposes. ITA Training is state law in order for students to teach.