GRADUATE COUNCIL
Curriculum Agenda

April 5, 2010
1:00 – 3:00 p.m., BEH 318

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Graduate School and Others</th>
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<tbody>
<tr>
<td>Lyudmyła Adamska (AS) – student rep</td>
<td>Karen Liller, Dean</td>
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<tr>
<td>Pamela Hallock-Muller - TBA</td>
<td>Richard Pollenz, Associate Dean</td>
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<td>Patricia Kruk (MD)</td>
<td>Carol Hines-Cobb</td>
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<td>Thomas Mason (PH)</td>
<td>Malcolm Randolph</td>
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<td>Kathleen O’Rourke (PH)</td>
<td>Joseph Butts</td>
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<td>Barbara Redding (NR)</td>
<td>Lisa Piazza</td>
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<td>Christian Wells (AS)</td>
<td>Lagretta Lenker, Graduate Certificates</td>
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<td>David Williams – CVPA – CHAIR</td>
<td>Allison Kibler, Graduate Certificates</td>
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<td>John Wolan (EN) - TBA</td>
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To be reviewed by Council:

Accelerated Degree Programs
MS/BS Biology (non-thesis) Diane Te Strake

Graduate Certificate Changes
Biomedical Ethics Lois Nixon
Leadership in Developing Human Resources William Young
Post Masters in Higher Education Leadership Don Dellow

Administrative Change
Note for record of Cancer Biology Program move to CMM/Biology in CAS

Grad Council Charge/Bylaws
Review and Update of Graduate Council Bylaws

New Business

In Review by the Chair:

New Courses
EIN 5451 Engineering a Lean Enterprise Kingsley A. Reeves, Jr.
EIN 6931 New Product Development Kingsley A. Reeves, Jr.
ESI 6638 Engineering Data Mining Qiang Huang
EEC 7404 Family Literacy Jolyn Blank
LAE 6749 Composition and the Arts in Literacy Education Jennifer Schneider
LAE 7712 Symbolic Processes of Multimedia Literacies Jennifer Schneider
RED 7315 Survey of Literacy Research Methods Jennifer Schneider

Pending Information from the Program:
TTE 5520 Air Transportation Yu Zhang

Next Scheduled Meetings
1-3 p.m., April 19, 2010 Graduate Council BEH318
1-3 p.m., May 03, 2010 Curriculum Committee BEH318
UNIVERSITY OF SOUTH FLORIDA

GRADUATE COUNCIL

CHARGE

COMMITTEE: GRADUATE COUNCIL

AUSPICES: The Graduate Council is a standing council of the USF Faculty Senate and receives authority for its actions through that body.

CHARGE: The Graduate Council is responsible for advising the Provost and the Dean of the Graduate School of principles, policies, and procedures affecting graduate education at the University of South Florida.

RESPONSIBILITIES:

The council shall develop its own operating procedures, subject to approval by the Provost. Functions of the council include:

1. Provide for appropriate liaison with other university councils and standing committees with functions that may impact graduate education at the University of South Florida.

2. Review all proposed new graduate programs, graduate certificates, curricula, and courses, as well as modifications of existing ones and make recommendations to the Dean of the Graduate School.

3. Develop guidelines and policies for graduate education that ensure the maintenance of high academic standards and recommend those guidelines to the Dean of the Graduate School.

4. Facilitate selective reviews at the request of the Dean of the Graduate School of existing University of South Florida graduate programs and make appropriate recommendations to the Dean.

5. Provide input into the development of the University of South Florida’s “Master List for Graduate Programs.”

6. Make recommendations concerning graduate programs associated with academic centers, institutes, and other entities.
7. Periodically evaluate and review graduate admission standards and make recommendations to the Dean of the Graduate School.

8. Review and recommend policies and procedures pertaining to graduate financial aid, review criteria and applications for University Council Fellowships, recommend recipients for existing awards, and recommend the establishment of support that recognizes graduate student or graduate faculty achievement to the Dean of the Graduate School.

9. Encourage, foster, and stimulate scholarly research and other creative activity within graduate education.

**MEMBERSHIP:**

1. Two graduate faculty members from each college that offers graduate programs. There shall be an additional representative from any of these colleges having more than 250 full-time faculty members plus a fourth representative from any colleges having more than 400 full-time faculty members. Members of the Graduate Council should have demonstrable, successful experience in the supervision of graduate students and scholarly productivity in research or other creative activity. These faculty members are to be appointed for staggered three-year terms, with one-third retiring each year. Retiring members may not be re-appointed during the year following the last year of their terms unless appointed to a vacancy on the council (voting).

2. Three graduate students, to be appointed for a one-year term; reappointment may be made for a second one-year term. Students are full members of the council with voting privileges (voting).

3. The Dean, Associate and Assistant Deans of the Graduate School (consulting, nonvoting).

If a member of the Graduate Council accumulates three unexcused absences per year from regularly scheduled meetings, that person shall automatically cease to be a member of the council and shall be replaced promptly according to the standard procedures for nomination and appointment. Excused absences may be granted by the Chair or Vice Chair of the Graduate Council and shall not exceed four in number per year.
**STANDING SUBCOMMITTEES AND AD HOC COMMITTEES:**

The Graduate Council will have two permanent subcommittees, Curriculum and Policy, which will meet once a month. It will have an ad hoc subcommittee, Fellowship, which will meet as needed. All subcommittees and ad hoc committees shall report to the full membership of the Graduate Council and may only make recommendations to the council. Such recommendations will be voted upon by the full membership of the Graduate Council.

**APPOINTMENT:**

1. Nominees must submit vitae and nomination forms to the Committee on Committees of the Faculty Senate which will review each nominee.

2. The Dean of the Graduate School will select three students from the lists submitted to him or her by the deans of the colleges and send the names of the students to the Provost.

3. The voting members of this council will be appointed by the Provost upon the recommendation of the Faculty Senate.

**CHAIR:** The Chair shall be a voting faculty member elected by the Council.
COMMITTEE: GRADUATE COUNCIL

The work of the Graduate Council shall be conducted by the entire membership of the Council. Standing Subcommittees and ad hoc committees will meet as needed and report to the full Council.

MEMBERSHIP

New Members

Newly appointed members will be encouraged to contact current or past members in their unit to help develop an awareness of the scope, structure, and conduct of Council activities. The Council will provide new members with

1. a copy of the prior year’s annual report of activities or minutes,
2. a copy of the operating procedures, and
3. a copy of Robert’s Rules procedures used by the Council.
4. In addition, a new member orientation will be held each year.

Absences

If a member of the Graduate Council accumulates three unexcused absences per year from regularly scheduled meetings, including standing subcommittee meetings, that person shall automatically cease to be a member of the Council and shall be replaced promptly according to the standard procedures for nomination and appointment. Excused absences may be granted by the Chair or Vice Chair of the Graduate Council and shall not exceed four in number per year. Members who want to be excused must notify the Chair and identify a substitute to attend the Council meeting. Inability to secure a substitute does not automatically constitute an unexcused absence. Absent members may vote by proxy on matters before the Council.
Attendance policies will be reviewed at the beginning of each academic year to ensure that Council members are aware of and understand the policies.

STANDING SUBCOMMITTEES

1. Standing committees receive their charge from the Graduate Council.
2. Each standing subcommittee shall be composed of members representing each of the different graduate areas, if possible, and at least one student member, all of whom are members of the Council.
3. A representative of the Graduate School staff will assist each standing subcommittee.

AD HOC COMMITTEES

Ad hoc committees will be established by the Council as needed to investigate or consider issues of importance but outside of the charge and scope of the standing committees. The committee members will be appointed by the Chair with input from the Council.

DUTIES OF STANDING COMMITTEES

1. **Curriculum Subcommittee** - shall administer the course review and screening process and act on proposals for courses carrying graduate credit, participate in the curriculum review process and recommend actions on graduate degree, concentrations, and certificate programs. The subcommittee considers and acts on all graduate degree proposals (e.g., interdisciplinary degrees).

2. **Policy and Standards Subcommittee** – shall evaluate and recommend policies and rules related to graduate education.

NOTE: All subcommittees and ad hoc committees shall report at each meeting of the Graduate Council and make recommendations to the Council. Such recommendations will be voted on by the full membership of the Graduate Council. Routine recommendations may be handled through the use of a consent agenda.

CHAIR:

1. The Council shall elect annually a chair for the following academic year from the continuing faculty members of the Council.

2. The Chair may be re-elected for a second term.
3. The Chair for the subsequent year will be elected annually prior to May 1st at a meeting of the full Council.

DUTIES OF THE CHAIR:

The Chair of the Graduate Council shall perform the following activities:

1. Preside at all regular and special meetings of the Council. The Chair is the facilitator of the business of the Council and as such can not comment on or discuss issues unless s/he officially turns the facilitation of the meeting over to the Vice Chair as per the abbreviated Roberts Rules of Order guidelines adopted by the Graduate Council on October 20, 2003.

2. Prepare the agenda for all meetings in collaboration with the Dean of the Graduate School and chairs of all Council sub-committees, and ensure the timely development and distribution of the Minutes for all Graduate Council meetings.

3. Appoint members to standing subcommittees and ad hoc committees.

4. In consultation with the Dean of the Graduate School appoint a member of the Council to represent the Council in meetings with other university councils or committees when matters relating to the functions of the Council are being considered by said Councils or committees.

5. Represent the Council at various meetings, including the Faculty Senate and Faculty Senate Executive Committee.

6. Prepare in consultation with the Vice Chair, the annual report of the Council.

VICE CHAIR:

1. The Council shall elect annually a vice chair from the faculty members of the Council.

2. The Vice-Chair may be elected for a second term.

3. The Vice-Chair will be elected annually at the first fall meeting of the full Council.
DUTIES OF VICE CHAIR:

The Vice Chair of the Graduate Council shall perform the following activities:

1. Preside at all Council meetings at which the Chair is not present or in place of the Chair when s/he steps out of the role of meeting facilitator to comment or contribute to discussion of an issue the abbreviated Roberts Rules of Order guidelines adopted by the Graduate Council.

2. Join the chair of the Council in preparing and signing the annual report of the activities of the Council.

3. Represent the Chair at meeting and functions at the Chair’s request.

SECRETARY:

1. The Council shall elect annually a secretary from the faculty members of the Council.

2. The secretary may be elected for a second term.

3. The secretary will be elected annually at the first fall meeting of the full Council.

DUTIES OF THE SECRETARY:

1. Keep a record of the proceedings of all meetings and other official business transactions of the Graduate Council.

2. Assume custody of all records, except those specifically assigned to others. Keep accurate rolls of the Graduate Council membership, standing, and ad hoc committees, and chairpersons.

3. Serve as chair of the elections process and maintain all pertinent records related to elections.

4. Perform other duties as assigned by the Graduate Council Chair.
MEETINGS:

1. The Graduate Council will meet at 1:00 P.M. on the third Monday of each month or when called by the Chair, four of the voting members of the Council, or by the Dean of the Graduate School.

2. The agenda and minutes of the previous Council meeting shall be distributed to the members at least three business days prior to the meeting.

3. The adapted Robert’s Rules of Order procedures will be used for conducting all of the Council’s meetings.

4. Minutes of all regular and special meetings of the Council shall be recorded and filed in the Graduate School office and the University Archives (in the University Library). *Robert’s Rules of Order, Newly Revised*, shall designate the format. Minutes shall be distributed, subsequent to approval by the Graduate Council, to the President, Provost, Vice Presidents, Deans, Council members, President of the Faculty Senate, and appropriate USF personnel.

5. Normally, each Graduate Council meeting shall consist of an open session with reports, as necessary, from each of the standing subcommittees, ad hoc committees, Dean of the Graduate School, Chair of the Graduate Council, and any other reports and/or announcements pertinent to graduate education. Meetings, or those portions of meetings, that include discussions and selection of recipients of awards/fellowships/grants, shall be open only to members of the Graduate Council.

6. As necessary, administrators and/or faculty members who are not members of the Graduate Council may be invited to attend specific meetings of the Council.

QUORUM:

1. A simple majority of the appointed members will constitute a quorum.

2. A quorum is required to transact the business of the Council. The number of members required for a quorum will be established at the first fall meeting of the Council and after changes have been made in Council membership.

3. Ex-officio members may participate in the discussion of all motions and on any matter brought before the Council.
Adapted Roberts Rules of Order
For use by the University Graduate Council

What is Parliamentary Procedure?

It is a set of rules for conduct at meeting that allows everyone to be heard and to make decisions without confusion.

Why is it important?

Because it is a time tested method of conducting business at meetings and public gatherings. It has been adapted to meet the needs of the University Graduate Council. So it’s important that everyone knows these basic rules.

I. Order of Business

The general meeting of the Council will typically follow this order.

1. Call to order
2. Reading of minutes of last meetings
3. Reports
   i. Chair’s Reports
   ii. Dean’s Reports
   iii. Committee Reports
4. Unfinished Business
5. New Business
6. Adjournment

II. Some Basics

1. Motions

All motions must be seconded and adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted. (Procedures for motions provided on the next page.)

2. Debate

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

3. About Voting

Majority vote is more than half of the members. 2/3s vote is more 2/3s or more of the members. The item to be voted on should be announced prior to the vote. Methods for voting include by voice (e.g. Those in favor...), by roll call (to record the vote), by general consent, by division (by show of hands) or by ballot (when secrecy or anonymity is desired).
III. Parliamentary Procedure only works when used properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.

How are Motions Presented?

1. Obtaining the floor
   a. Wait until the last speaker is finished.
   b. Wait to be recognized by the chairperson.

2. Make your motion
   a. Speak in a clear and concise manner.
   b. Always state the motion affirmatively. Say, “I move that we” rather than, “I move that we do not ...
   c. Wait for someone to second your motion or the Chairperson will call for a second. (If there is no second the motion is lost.)

The following represents a sample of motions that can be made.

<table>
<thead>
<tr>
<th>About Motions</th>
<th>Purpose of Motion</th>
<th>What you say</th>
<th>To Enact Motion</th>
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<tbody>
<tr>
<td>Adjourn</td>
<td>Ends the meeting</td>
<td>&quot;I move that we adjourn&quot;</td>
<td>Not debatable; immediately voted upon and requires majority vote</td>
</tr>
<tr>
<td>Call for Orders of the Day</td>
<td>Asks to stick to the agenda</td>
<td>&quot;I move that ...&quot;</td>
<td>Not debatable; requires 1/3 majority to sustain</td>
</tr>
<tr>
<td>Call to Question</td>
<td>Closes debate and forces voted</td>
<td>&quot;I move the previous question&quot;</td>
<td>Not debatable; requires 2/3’s majority vote</td>
</tr>
<tr>
<td>Motion to Limit or Extend Debate</td>
<td>Limits or extends debate</td>
<td></td>
<td>Not debatable; requires 2/3s majority vote</td>
</tr>
<tr>
<td>Point of Order</td>
<td>Is a question about the process or a particular motion</td>
<td>&quot;I rise to a point of order “</td>
<td>Automatics</td>
</tr>
<tr>
<td>Point of Information</td>
<td>To ask about the process or particular motion</td>
<td>&quot;Point of information.”</td>
<td>automatic</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>To</td>
<td>&quot;I move to amend the motion by ... “</td>
<td>None if friendly, majority if not</td>
</tr>
<tr>
<td>Refer matter to committee</td>
<td>To allow a committee to debate the issue and make recommendations to the Council</td>
<td>&quot;I move to refer the matter to committee”</td>
<td>Debatable; required majority vote</td>
</tr>
<tr>
<td>Motion to Suspend the Rules</td>
<td>Suspend formal process for a short period of time</td>
<td>&quot;I move to suspend the rules so that ...“</td>
<td>Debatable; requires 2/3s majority vote</td>
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3. The chairperson will state the motion
   a. The chairman will say, “it has been moved and seconded that we ...” Thus placing the motion before the membership for consideration and action.
   b. The membership then either debates your motion, or move directly to a vote.
4. Expanding on your motion
   a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
   b. The mover is always allowed to speak first.
   c. Keep the times limit for speaking that has been established.
   d. The mover may speak again only after other speakers are finished, unless called on by the Chairperson.

5. Putting the Question to the Membership.
   a. The Chairman asks, “Are you ready to vote on the question?”
   b. If there is no more discussion, a vote is taken.
   c. On a motion to move the previous question may be adapted.