Meeting Called to Order at 9:15 a.m.

1. **Provisional Admission** – *reducing missing admission document submission grace period*
   a. Approved: as submitted

2. **Graduate Faculty** – revisit for some unaddressed issues
   a. TABLED- pending research from peer institutions
   b. Issues for consideration include:
      a. Issues in Health with the policy as written presenting two "classifications" of faculty (Graduate and Affiliate)
      b. Issue of where Clinical Faculty fit into the policy
      c. Questions remain: Who are the Graduate Faculty? What determines membership?

**Research Assignments for the Graduate Faculty Research:**

<table>
<thead>
<tr>
<th>AAU Institutions</th>
<th>Peer Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rutgers University</td>
<td>- Dr. Rojiani</td>
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<tr>
<td>2. SUNY University of Buffalo</td>
<td>- Dr. Reck</td>
</tr>
<tr>
<td>3. SUNY Stony Brook University</td>
<td>- Dr. Williams</td>
</tr>
<tr>
<td>4. University of California, Irvine</td>
<td>- Dr. Loseke</td>
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<tr>
<td>5. University of Florida</td>
<td>- Dr. Wiranowska</td>
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<tr>
<td>6. University of Central Florida</td>
<td>- TBA</td>
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<tr>
<td>7. North Carolina State University</td>
<td>- Dr. Bahr</td>
</tr>
<tr>
<td>8. University of Illinois – Chicago</td>
<td>- Dr. Bahr</td>
</tr>
<tr>
<td>9. Florida State University</td>
<td>- Ava Iuliano</td>
</tr>
</tbody>
</table>

3. **Sunshine Law Revisions** – comments requested by May 17 – refer to website for document
   a. Approved- as submitted

4. **Other Business**–
   a. The Admission to Graduate School Regulation would likely be coming for revision in the near future.
   b. The June Meeting will be cancelled due to lack of quorum

**Policies Tabled for further revision and resubmission – for information only:**

5. Thesis and Dissertation Committee Responsibilities – tabled for fall
6. Graduate Council Charge/Bylaws – will revise throughout Summer
7. Transfer of Credit – will be revised and resubmitted
8. Dual Degree – will be revised and resubmitted
Graduate School - Graduate Council

GRADUATE POLICY UPDATE

Provisional Admission

Issue: Reduce the time students have to provide missing documentation for their provisional admission

USF Graduate Catalog

Provisional Admission Criteria

Applicants accepted for admission whose official documents (transcripts and/or test scores) have not been received by the Office of Graduate Admissions are admitted provisionally pending receipt of these missing items. The required transcripts and/or test scores must be received before a third semester registration is permitted. If the missing documents are not provided by the end of the second semester of attendance, the Office of Graduate Admissions will place a registration hold on the student's file.

Proposed Changes:

Provisional Admission Criteria

Applicants accepted for admission whose official documents (transcripts and/or test scores) have not been received by the Office of Graduate Admissions are admitted provisionally pending receipt of these missing items. The required transcripts and/or test scores must be received before a third semester registration is permitted. If the missing documents are not provided by the end of the second semester of attendance, the Office of Graduate Admissions will place a registration hold on the student's file.

Graduate Council Committee Meeting: May 3, 2010
Recommend approval to Full Council on May 17, 2010

Graduate Catalog: 2010-2011*
*procedural in nature; have approval of General Counsel to include in 2010 Grad Catalog
GRADUATE POLICY UPDATE

Graduate Faculty Definition
Revisit to address some issues from CON

Graduate Faculty Definition

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty.

**Graduate Faculty** is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who holds a terminal degree or equivalent in their discipline. Graduate Faculty members are eligible to teach graduate courses and may direct and serve on master’s, specialist, and doctoral level committees. To chair a doctoral level committee, a Graduate Faculty member must engage in current and sustained scholarly, creative, or research activities, such as publications, performances, exhibitions, patents, inventions and research grants.

**Affiliate Graduate Faculty** membership may be granted by the Graduate School Dean to individuals whose skills or expertise meet criteria established by the College. Affiliate Graduate Faculty membership is in effect for a specified period of time and specific purposes. Affiliate members may be eligible to teach graduate courses, to serve on master’s, specialist, and doctoral level committees, to direct master’s and specialist’s level committees, and to co-direct doctoral level committees, at the discretion of the College. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and Graduate School Dean.

For a current list of Graduate Faculty and Affiliate Graduate Faculty in any program contact the program director or coordinator.

**Graduate Faculty Approval** – Graduate faculty is defined as noted above; Colleges and Departments may have additional requirements. The Graduate School will maintain a list of Graduate Faculty along with approval guidelines from the Colleges and Departments.

**Searchable Faculty Database**
On the Graduate School website is a searchable database that provides information on graduate faculty and research interests. [http://www.grad.usf.edu/programs/faculty.asp](http://www.grad.usf.edu/programs/faculty.asp)
I. INTRODUCTION (Purpose and Intent)

Florida’s “Government-in-the-Sunshine Law” (Ch. 286 Florida Statutes) provides a right of public access to meetings of public boards or commissions, such as all meetings of the University of South Florida Board of Trustees, as a public body corporate, and its appointed advisory boards and workgroups. Meetings of USF System University officials are addressed below.

II. STATEMENT OF POLICY

It is the policy of the University of South Florida System to comply with Florida’s Sunshine Law and to uphold its public purpose. The Sunshine Law applies to “collegial bodies,” not to single individuals, such as the university president, unless the president delegates a part of his/her decision-making function to a designated group. For example, when an appointed committee screens applicants for a university position prior to presidential consideration, that committee performs a delegated decision-making function and is subject to the Sunshine Law. For advice on the applicability of the Sunshine Law to other types of meetings, please contact the Office of the General Counsel.
III. SEARCH AND SCREEN COMMITTEES

Because a university search committee that screens or recommends candidates is subject to the Sunshine Law, four requirements must be met.

A. Accessibility

All search and screen committee meetings must be open to the public. This does not imply that the public has a right to participate in search and screen committee meetings; rather, the public may only listen and observe in a non-disruptive fashion. **Discussions between two or more committee members about the business of the search must be heard in open meeting.**

B. Notice

Reasonable notice must be given before any committee meeting. The notice must give the time and place of the meeting and, if available, a brief agenda of what is expected to be covered at the meeting so that anyone interested in the subject matter may decide to attend. Reasonable notice can include posting notices around campus, publication in a newspaper, or providing notice of the meeting to the media.

C. Voting Requirements

Any voting by a search and screen committee must be done in public. Secret ballots are not allowed. **All members must vote (unless a member has disclosed a conflict of interest) but a roll call vote is not required.**
D. Minutes

Written minutes of all search and screen committee meetings must be promptly recorded and made available for public inspection. Minutes of meetings are not required to be verbatim transcripts, but rather should be a brief summary of notes or memoranda reflecting the events of the meeting. The Sunshine Law does not require audio or video recordings of meetings; however, once made, those recordings, like written minutes, are public records and must be retained.

IV. ACCESSIBILITY FOR THE DISABLED

If the committee chair receives, at least 48 hours prior to the meeting, a written request by a physically disabled person to attend the meeting, the chair must provide a manner by which such person may attend the meeting at its scheduled site or reschedule the meeting to a site which would be accessible to that person.

Steven D. Prevaux, General Counsel

Judy Genshaft, President