GRADUATE COUNCIL
Policy/Fellowship Report

October 5, 2009 Committee Meeting
for October 19, 2009 full Council meeting

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Graduate School Liaisons</th>
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<tbody>
<tr>
<td>Orhan Arslan (MD)</td>
<td>Rick Pollenz, Interim Assoc. Dean</td>
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<td>Ruth Bahr (BC)*</td>
<td>Carol Hines-Cobb</td>
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<td>Ken Buckle (EN)</td>
<td>Lisa Piazza</td>
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<td>Won Cho (TA)</td>
<td>Absent</td>
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<td>Donileen Loseke (AS)</td>
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<td>Pantzalis, Christos (BA)</td>
<td>Absent</td>
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<td>Mumtaz Rojiani (MD)</td>
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<td>Williams, Deborah (NR) – Chair</td>
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<td>Wiranowska, Marzena</td>
<td>Absent</td>
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Actions

1. **Meeting Called to Order** at 9:05 am.

2. **OTD Review Discussion**
   a. Dr. Rick Pollenz discussed the OTD Review process and distributed the preliminary materials for the selection of the OTD awards. The nominations will be posted to the website later today.
   b. There are 23 nominations (5 theses; 18 dissertations)
   c. It was determined that four awards will be selected – 3 dissertation and 1 thesis
   d. The Committee will review the ratings at the November 2 meeting; Dr. Deborah Williams requested that everyone submit their rating information to Dr. Pollenz by October 28.

3. **Selection of Vice-Chair**
   Dr. Ken Buckle was selected as Vice-Chair.

4. **Research Assignments**
   Each member has the following university to research for the various policy actions:

   - **AAU Institutions:**
     - Rutgers University
     - SUNY University of Buffalo
     - SUNY Stony Brook University
     - University of California, Irvine
     - University of Florida
   - **Peer Institutions:**
     - University of Central Florida
     - North Carolina State University
     - Florida State University

   Dr. Rojiani
   Dr. Reck
   Dr. Buckle
   Dr. Loseke
   Dr. Arslan
   Dr. Pantzalis
   Dr. Bahr
   Student Rep – TBA
5. **Priority Items**
   The Committee set the calendar for policy / fellowship review as follows:

   **Nov Meeting** –
   - OTD Review
   - Concentration Policy

   **Dec Meeting** –
   - Major Professor and Committee Member Qualifications and Responsibilities
   - Enrollment Requirements for Doctoral Candidates

   **Jan Meeting** –
   - Dual Degree / Joint Degree / Dual Enrollment Policies and Definitions
   - Accelerated Program Guidelines

   *Review of Challenge Grants TBD

6. **The following policies were reviewed as noted:**

   **Course Levels**
   Reviewed and moved to full Council for discussion

   **Issue of Selected Topics**
   Reviewed and recommendation made to Curriculum Committee

   **Issue of Number of Undergraduate Hours applied toward the Doctoral Degree**
   Reviewed and revised – see attached revisions
GRADUATE POLICY UPDATE

Variance in course levels (5000-6000-7000)
Moved to full Council for Discussion 10/19/09

Current Policy:

Graduate Course Information

A level code, which roughly corresponds to the year in college the course is normally taken (i.e., masters, doctoral, etc.), is placed between the course prefix and the course number. The level is recommended by the institution according to its own policies and the policies of the State of Florida, and approved by the faculty committee. The level digit does not affect course equivalency – course equivalency is determined by the prefix and the last three digits. The following are the level definitions:

0 PSAV, college prep, vocational prep
1-2 Lower-level undergraduate
3-4 Upper-level undergraduate

5-9 Graduate and Professional

Courses are numbered based on content, rather than by department or program. This means that a single program may have courses in several different disciplines and may consist of courses having several different prefixes.

Proposed Revisions

It is expected that the 5000-6000-7000 courses will have distinct syllabi demonstrating different depth and breadth of the subject matter as reflected in the course requirements. The courses presuppose different audiences, and the intention is to offer them at distinct levels.

5000-5999 Typically Introductory Graduate Level Courses
6000-6999 Typically Master's level Courses
7000-7999 Typically Doctoral level Courses

Policy Committee Review: 10/5/09
Moved to full Council for Discussion 10/19/09
Supporting Documentation: Current and proposed policies
Prepared by: Carol Hines-Cobb
Catalog Year:
GRADUATE POLICY UPDATE

Selected Topics

Request from Curriculum Committee to address issue of Selected Topics Courses:
Recommendations sent to Curriculum Committee

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1) Policy regarding use of Selected Topics for existing courses (e.g. number of times they may be offered as Selected Topics before they must/should be submitted as a new course). Worst case scenario – students end up with a transcript full of the same course number for everything in their program.
   a) **Recommendation:** courses offered three times as selected topics should be submitted for a permanent number

2) Policy regarding use of Selected Topics to test drive a course – should there be a requirement that a new course be offered as Selected Topics prior to submission as a new course or not?
   a) **Recommendation:** Courses should be offered as Selected Topics prior to submission for a new course number; however, should be submitted for a permanent number prior to the course being taught three times as Selected Topics.

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Reviewed by committee  10/5/09
**Sent to Curriculum Committee**
Full Council
Prepared by C. Hines-Cobb/Graduate School
Catalog Year:
Issue of Number of Undergraduate Hours applied toward the Doctoral Degree
Approved 10/5/09

Current policy addresses the number of undergraduate hours applied toward a master’s degree, but does not specify what can/cannot be applied toward the doctoral degree. Need clarification and confirmation.

From Master’s Requirements Section:
Minimum Hours
A minimum of thirty (30) hours is required for a master’s degree, at least sixteen (16) hours of which must be at the 6000 level. At least twenty (20) hours must be in formal, regularly scheduled course work, ten (10) of which must be at the 6000 level. Up to six (6) hours of 4000-level courses may be taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate College Dean. Students enrolled in undergraduate courses as part of a planned degree program are expected to demonstrate a superior level of performance. Graduate students may not enroll for more than 18 hours in any semester without written permission from the College Dean.

From Doctoral Requirements Section:
Doctoral Minimum Hours
Because the doctoral degree is earned on the basis of advancement to doctoral candidacy status and satisfactory completion of the dissertation, the Graduate School does not specify any minimum number of courses or credit hours that must be completed for award of the degree. However, programs with formally approved concentrations must have core major requirements that all students must successfully complete. Students must comply with general enrollment requirements and also institutional residency requirements. All doctoral students must have at least one gradable (A-F) graduate course taken at USF to satisfy the GPA minimum requirements. No undergraduate courses may be used for the doctoral course requirements with the exception of courses included in the master’s degree.

Reviewed by committee Approved 10/5/09
Full Council 10/19/09
Prepared by C. Hines-Cobb/Graduate School
Catalog Year: 2010-2011