Actions

1. Meeting Called to Order at 8:35 a.m.

2. Challenge Grants
   a. Dr. Karen Liller discussed the purpose of the Challenge Grants including the development of student research skills and the opportunity for students to work as part of an interdisciplinary research team.
   b. Dr. Liller informed the committee that Dr. Kip, the Chair of the Research Council, has been invited to participate in the selection process.
   c. Dr. Liller indicated that 7 teams will be selected (if funding is available one additional team may be selected). Each team will receive $5,000.
   d. Dr. Liller reviewed the Challenge Grants web page on the Graduate School website.
   e. The committee determined that scores would be due by Mon. Nov. 16, 2009 to Dr. Pollenz who will produce a spreadsheet for review. A special meeting will take place on Nov. 20, 2009 to discuss the final selections.
   f. The overall ranking and review sheets will be provided to Dr. Liller.

   a. This year’s OTD awards covered Fall, 2008, Spring 2009 and Summer 2009 semesters.
   b. The Committee received 19 dissertations and 5 theses for review. The review criteria were expanded to include: Letters of support, statements of impact from an outside faculty member as well as from the student and a comprehensive review of the creative works that arose from the project. Each committee member as assigned the review of five manuscripts and supporting material, while Dr. Pollenz was charged with the review of all materials.
   c. A review matrix was used by each reviewer to generate a score based on the above criteria and then each reviewer provided a ranking of each of the manuscripts based on a 10 (highest) and 1 (lowest). All of these rankings were entered on a spreadsheet and the average for each manuscript determined for the three scores that were provided. The dissertations and theses were then ranked 1-19 and 1-5, respectfully. There were three dissertations and one thesis that clearly stood out from the others.
d. **MOTION PASSED:** Dr. Williams proposed that the Committee select the top 3 dissertations and top thesis for the Awards. The motion was passed unanimously. Each recipient will receive $750 as well as a plaque. An awards ceremony will be scheduled sometime in the Spring 2010 semester.

e. Dr. Deborah Williams suggested that next year’s criteria should specify the difference between the Letter of Impact and the Letter of Support.

f. Overall the new process was highly endorsed by the fellowship committee.

4. **Concentration Policy**

   a. Dr. Pollenz provided an overview of the current situation concerning the policy, but was not able to provide the full framework to the discussion. It was unclear whether the Committee was responding to SACS or the BOG and whether a “one size fits all” was possible based on the current structures in place in the various programs.

   b. **MOTION PASSED:** Committee moved to table the issue pending clarification and additional information regarding the policy. The Committee would like to invite Dr. Kathleen Moore to the next month meeting to provide some oversight to this issue.

5. **GRA Tuition Waiver Form**

   a. Dr. Pollenz discussed the current use of the GRA Exemption of Full Time Status Exempt Form

   b. Discussion ensued and the consensus of the committee was that since there were mechanisms in place to accommodate exceptions to the full time status, that there was no rationale for continuing the practice.

   c. The Graduate School will eliminate the use of the GRA Exemption of Full Time Status Form.

6. **Meeting Adjourned at 10:10 a.m.**

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**For Reference:**

**Research Assignments -**

- **AAU Institutions:**
  - Rutgers University - Dr. Rojiani
  - SUNY University of Buffalo - Dr. Reck
  - SUNY Stony Brook University - Dr. Buckle
  - University of California, Irvine - Dr. Loseke
  - University of Florida - Dr. Arslan

- **Peer Institutions:**
  - University of Central Florida - Dr. Pantzalis
  - North Carolina State University - Dr. Bahr
  - Florida State University - Student Rep
GRADUATE POLICY UPDATE

Concentration Guidelines/Requirements
Establish requirements for what a Concentration is at USF within the parameters of the BOG definition.

(c) Program Minors, Concentrations, Areas of Emphasis, Tracks, Etc. - Any organized curriculum that is offered as part of an individual student’s degree plan and which enhances or complements the degree to be awarded in a manner that leads to specific educational or occupational goals shall be defined by the individual University Board of Trustees, with the credit hour length set in accordance with university policy, except that the number of credit hours must not equal or exceed the number of credit hours established for a Program Major at the same degree level. Such curricula offerings

A Concentration is......

Tabled 4/7/09; 10/5/09

Policy Committee Review:
Supporting Documentation: Current and proposed policies
Prepared by: Carol Hines-Cobb
Catalog Year: