

Kirby, Russell - <i>Chair</i>	
Policy/Fellowship Committee	Curriculum Committee
Cohen, Donna Ex Abs	Agosto, Vonzell
Malone, Tina	Andrews, James
Permuth, Steve Ex Abs	Groer, Maureen
Robison, John, Policy/Fellowship Chair Ex Abs	Lee, Sang-Hie
Wecker, Lynn	Muller, Pamela Hallock
	Plank, Richard
	Taylor, Tomaro
	Thompson, Amy, Curriculum Chair, GC Vice-Chair
EX OFFICIO (NON-VOTING)	LIAISONS
Dwayne Smith, Dean, OGS Abs	Carol Hines-Cobb, Assistant Director, Academics, OGS
Paul Sanberg, VP, Research Innovation Abs	Joseph Butts, Assistant Director, Academics, OGS
Ruth Bahr, Asst. Dean, OGS	Kathy Barnes, Assistant Director, InEd
Shyam Mohapatra, Assoc Dean Abs	Toure Rider, In Ed
Megan Flocken GAU Rep	David Lee Henry, Dir., Admissions
Tur, Jared GPSC	Michael Wrona,
	Roger Brindley, AVP USF World
	Cindy DeLuca - Innovative Education

SEPTEMBER MINUTES

1. Welcome and Introduction of Committee Members
2. Agenda Items - There was no public comment on agenda items
3. May 16 Meeting Notes - Reviewed by the committee. Motion to approve May 16
 - a. passed with unanimous approval and no abstentions.
4. Chair Report
 Russell Kirby welcomed new and old members back. Members were introduced.
5. Deans and Assistant Dean’s Reports
 - a. Dean Dwayne Smith was not in attendance.
 - b. Assistant Dean Ruth Bahr Report
 - Assistant Dean Ruth Bahr reported on distribution of webinar on the PhD thesis. A Chronicle paper “Stresses on Doctoral Programs May Be Talking Toll on Applications, Data Suggests” was distributed. A discussion followed on a national trend for dropping enrollments in doctoral programs. Russell Kirby brought up the rise in professional doctorates potentially pulling applicants away from PhD programs. Assistant Dean Bahr brought up a national trend for masters programs to be offered in somewhat looser formats, called stacked degrees, badges, and micro masters degrees. Some of these programs are competency based. Amy Thompson brought up the use of MOOC (Massive Online Open Course) credits being bundled into large online credit bearing programs. Ruth Bahr suggested that there was a growing demand for such courses and that this approach is used

extensively at University of Illinois at Champagne/Urbana. Dr. Wecker pointed out that quality of these program might be seen as more assured by top tier schools and if USF went in this direction, quality would need to be a primary driver.

- Assistant Dean Ruth Bahr also reported that enrollment was up in graduate students at around 5% this year.
- An area that she would like the Graduate Council to address is to assist her in reworking the current fellowship system. These are fulltime awards, but over 50% of the students who applied were part time this year. The fellowships are vaguely worded and need attention and perhaps redirection. This issue will go to the Policy and Fellowships Committee. Dr. Kirby offered to be ex-officio on a sub group that would help Assistant Dean Bahr rework guidelines and awards before December.
- The Council was reminded about the Scholars of Excellence event to take place at the Marshall Center ballroom on Oct.3 at 2 pm.

1. Committee Reports

- a. The report for the Committee on Policy/Fellowships was given by Carol Hines-Cobb at the request of committee member Dr. Wecker. The following actions were described and discussed

USF Policy 10-065: Credit hours, Alternative Methods of Delivery and Transfer of Credit, and Variations in Program Length. Members will research the various institutions, and especially AAU schools, for information on acceptance of 3-year degrees and competency based learning and will email to cdh@usf.edu by September 26 for review at the October meeting. **TABLED.**

Admission Deadlines / International Admission Deadlines – reviewed current deadlines and confirmed best practices, as well as what the deadlines should be for submission of international documentation. Graduate Studies will bring back a proposal in October. **TABLED.**

Enrollment Policy - discussed variations between Registrar's definition and the graduate policy. Consensus was that a course with a "W" does not fulfill the requirements of continuous enrollment. Made one minor revision to the Continuous Enrollment Policy. **APPROVED** Registrar's Office definition for continuous enrollment includes W grades because it counts as attempted hours. The only time courses are not included in continuous enrollment is if the student did not register or was cancelled from the course
Graduate policy –

Continuous Enrollment for All Graduate Students

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous graduate credit every three continuous semesters. Courses that receive a "W" grade do not fulfill continuous enrollment requirements.

Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. Students who have been Admitted to Doctoral Candidacy must follow the Dissertation Hour Enrollment in place of the Continuous Enrollment requirement as specified here for all graduate students (not in candidacy). See also the Time Limitations Policy.

Institutional Residency – Committee members discussed if there is a need to establish residency requirements at the University level or within a major. Agreement to establish a residency policy; students newly admitted to the University cannot be admitted and graduate in the same semester. Likewise, initial thoughts are students changing programs cannot graduate in the same semester that the change of program begins. **The Committee will formalize a policy in October, time-permitting following the USF Credit Hour Definition Policy. TABLED.**

Tabled for Fall and new policies for review this year:

o **GA Codes and Instructor of Record** - Concerns regarding TA's being appropriately classified if they are really instructor of record (in particular for lab sections). Investigation for creating new job code. OGS will report back with requested revisions to policy as needed. **TABLED. Committee discussed and will revisit at a future meeting if needed.**

o **Late Drop/Add** –current policy allows a student to add a course up to 10 weeks (the end of the drop period) into the semester, but another University policy prohibits a student from sitting in on a class which/he or she is not enrolled. After extensive discussion, it as determined that the policy, as written, is appropriate for the rare occasion that a student may have been inadvertently dropped (first day attendance), or some other technical issue or University error. The Committee will continue discussion in the fall to determine if any revision in wording could help clarify the policy. **Target to review in November. Members will research institutions for comparative data.**

Program Core – discuss and establish policy regarding a Program Common Core. *Reference – http://www.grad.usf.edu/inc/linked-files/academics/Curriculum/BOG_Reg_8.011_CORE.pdf. Target to review once BOG regulation definitions have been confirmed.*

o **Enrollment in Semester of Graduation**- Discuss research findings for hours required during semester of graduation. **Members are strongly in favor of considering a processing fee for students who have completed all academic requirements. Target to review in November**

a. Curriculum Committee report; The report was given by Dr. Thompson

Graduate Program Changes

1. AS Liberal Arts M.A. Change Admission Deadlines for Fall from Feb 15 to Aug 1. Note Later than Univ. Deadline. **VZ Extension Approved; catalog deadline remains 2/1**
2. All others tabled

Graduate Certificates

1. BC Leadership in Child and Adolescent Behavior Health: New Certificate
Approved with notation of the course number update for the Selected Topics Course
2. All others tabled

7. USF 2016-2017 Graduate Catalog

The summary report was given by Carol Hines-Cobb.

In last year, the Council has approved several policy revisions and 381 curricular actions, including 237 courses. Over 51% of course actions were approved within 1 month; Fifty percent of requests were sent back because of inadequate information or formatting. Dr. Amy Thompson and the Curriculum Committee are to be commended for the volume of work they did in the past year.

There is a new course system for tracking:

www.systemacademics.usf.edu/proposal/tracking/courses. This system slows tracking of course from the college through the system.

The Report of the Graduate Catalog was approved by the Council.

The meeting was adjourned at 2:15 pm.

Respectfully submitted,
Maureen Groer