

## Graduate Council Policy and Fellowship Committee Meeting

*For the 2017-2018 Annual Report and inclusion in the 2018-2019 Graduate Catalog*

Members	Liaisons and Guests
Bahner, Ingrid - POLICY CHAIR	Ruth Bahr, OGS
Buck, Harleah	Carol Hines-Cobb, OGS
Cohen, Donna	Joe Butts, OGS
Guldiken, Rasim	Paul Crawford, Admissions
Schaum, Brittany	
Shaw, Lindsey	
Seibel, Brad	
Wecker, Lynn	
Wheeler, Pat	
White, Ashley	
Xue, Bin	

### JANUARY 8, 2018 - AGENDA

1. Welcome and Introductions
2. Public Comment on Agenda Items (3 minute limit)
3. Discussion and review of policies

#### Dissertation Defense

Clarify conditions for using Skype/video conferencing.

**Application of Internal Credit** - Number of hours that transfer from a degree to a certificate. Discuss USF Credits taken non-degree and how these should be applied to a degree program. Currently limited to 50%.

**Major Professor/Committee Composition/External Chair** – discuss college concerns and address if policy needs revision

#### Graduate Council Operating Procedures

Discuss Chair’s requested revisions and make modifications as needed.

Time Permitting:

**Graduate Certificates** – revise policy to sync with other policy updates; clarify some of the requirements; specify hours, etc.

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For Future Meetings

#### February:

- **Affiliate Graduate Faculty** - Length of Graduate Affiliate Faculty status; issue of junior faculty/Graduate faculty. Review credentialing process for committees.
- **Instructor of Record** – should here be a set number of courses that an instructor can be instructor of record
- **TA limits** – discuss setting limits for how long a TA can serve as a TA and the timing for when a student can be a TA

**Adding of Students to Canvas** – issue of instructors adding students to Canvas when student is not enrolled in the course

#### March:

- **Change of Major** - GPA requirements for a Change of Major (comes from the MSMS to Pharmacy change)
- **C Grades**- issue of C’s being ok with overall 3.00. Consider requiring B’s in every class or limiting to no more than 2 C’s in the major
- **Academic Standing** – which will be based on our conversation with Registrar’s office
- **Course Repeatability** - Number of repeats for a course where the grade is C or less.

**April:**

- **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 or above; the remaining hours must be at the 5000 level or above. This has been interpreted to apply to broadly when it appears to be an example for 30 credits.
- **Thesis Defense Guidelines** - develop guidelines
- **Directed Research Hours** – discuss where these should be capped
- **Dissertation Format** - Multi-Authored Pages for 3-article dissertation. Revise to add requirement for introduction and conclusion. Update format to include page for who wrote what sections. Discuss whether additional revision is needed in the policy.

**Note - Curriculum policy/guidelines** – these are being worked on by the USF System and Faculty Senate and will be presented to Council in the future.

- 1) Common core for majors under same CIP;
- 2) Concentrations (discussion for setting limit within a major and the common core courses)

**AAU Institutions:**

Rutgers University – Pat Wheeler  
SUNY Univ of Buffalo – Lynn Wecker  
SUNY Stony Brook – Rasim Guldiken  
Univ of Cal, Irvine – Donna Cohen  
University of Florida – TBA

**Peer Institutions:**

University of Central Florida – Lindsey Shaw  
NC State University – TBA  
Florida State University – Ingrid Bahner  
University of Cincinnati – TBA  
University of Pittsburgh