

**Graduate Council  
 Policy and Fellowship Committee Meeting**

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

<b>Members</b>	<b>Liaisons and Guests</b>
Bahner, Ingrid - POLICY CHAIR	Ruth Bahr, OGS
Buck, Harleah	Carol Hines-Cobb, OGS
Cohen, Donna – Abs/Sabbatical	Joe Butts, OGS
Guldiken, Rasim	Brandis Waiz
Schaum, Brittany	
Shaw, Lindsey	
Seibel, Brad	
Wecker, Lynn	
Wheeler, Pat	
White, Ashley	
Xue, Bin            Absent	
Permuth, Steve – Council Chair	

**JANUARY 8, 2018 - REPORT**

1. Dr. Bahner welcomed everyone
2. There was no Public Comment on Agenda Items
3. The Committee discussed the following:

**Dissertation Defense**

The members discussed the challenges of phone/video conferencing and the integrity of the defense. After much discussion, it was determined to borrow language from Ohio State University’s wording. Confirmed that it cannot only be audio but must be audio-visual. Carol and Ruth will work on the specific revisions for confirmation in February. TABLED.

**Application of Internal Credit** – The Committee discussed recent issues pertaining to this policy. It was agreed that the application of credits from USF courses should be determined with faculty approval and not limit it to 50%. Carol and Ruth will make suggested edits for confirmation at future meeting. TABLED.

**Major Professor/Committee Composition/External Chair** – discussed college concerns issues pertaining to junior faculty serving as Major Professor and not Co-Major Professor. Also discussed outside chair for defense. Agreed to add “Senior faculty (Assoc. Prof or higher) to defense chair language. Carol and Ruth will work on suggested revisions for discussion at future meeting. TABLED.

**Graduate Council Operating Procedures**

Discuss Chair’s requested revisions and make modifications as needed. Insufficient time to discuss this policy. TABLED.

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

Meeting adjourned at 11:02 am.

For Future Meetings

**February:**

1. **Fellowship review**
2. **Affiliate Graduate Faculty** - Length of Graduate Affiliate Faculty status; issue of junior faculty/Graduate faculty. Review credentialing process for committees. Guest-Mark Rains
3. **English Proficiency/Admissions Updates**
4. **Dissertation Defense (tabled from January)**

**March**

1. **Application of Internal Credit (Tabled from January)**
2. **Instructor of Record** – should here be a set number of courses that an instructor can be instructor of record
3. **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
4. **Adding of Students to Canvas** – issue of instructors adding students to Canvas when student is not enrolled in the course
5. **Change of Major** - GPA requirements for a Change of Major (comes from the MSMS to Pharmacy change)
6. **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
7. **Academic Standing** – which will be based on our conversation with Registrar's office
8. **Course Repeatability** - Number of repeats for a course where the grade is C or less.

**April:**

1. **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. Confirm state requirements for this policy
2. **Thesis Defense Guidelines** - develop guidelines
3. **Directed Research Hours** – discuss where these should be capped
4. **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 – Brittany Schaum  
University of Pittsburgh – Ashley White