

**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, Harlea	Carol Hines-Cobb, OGS
Cohen, Donna	Joe Butts, OGS
Guldiken, Rasim	Paul Crawford, Admissions
Shaw, Lindsey	
Seibel, Brad	
Wecker, Lynn	
Wheeler, Pat	
Xue, Bin	

NOVEMBER 6, 2017 - REPORT

1. Dr. Bahner welcomed everyone and had introductions for new members
2. Public Comment on Agenda Items (3 minute limit)
3. Committee discussed the following and approved revisions as noted:

Graduate Admission Application Deadline Policy and Impact on Health Majors/Concentrations

Previous meeting general agreement for exceptions. Discussed the issues and determined to collect additional data for impacted majors and concentrations. Will revisit in spring.

Graduate Council Operating Procedures

Dr. Permut discussed his recommendations. Minor revisions made to the Graduate Council Operating Procedures. Committee members will review the proposed revisions and will discuss and confirm at the December meeting. General discussion for concern for having the policy issues disseminated to faculty and for more faculty involvement in the process. Committee members will send agenda items to the faculty within their colleges and will solicit feedback and concerns for upcoming policy changes. Tabled.

Candidacy Status and Thesis Submission

Discussed background issue and problems for students simultaneously enrolled in thesis and dissertation while a doctoral candidate. A statement was added to the 2017-2018 Catalog to note that students cannot be classified as a doctoral candidates while in thesis – that the thesis should be submitted prior to Candidacy. Confirm policy at the next meeting. Research: UIC policy re: <https://etd.lib.uci.edu/electronic/td1c> Tabled.

Time-Permitting Items (or moved to future meeting):

Dissertation Defense - clarify conditions for using Skype/video conferencing.

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

Application of Internal Credit - Number of hours that transfer from a degree to a certificate.

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?

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

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

Course Repeatability - Number of repeats for a course where the grade is C or less.

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.

Academic Standing – which will be based on our conversation with Registrar's office

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

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.

Curriculum policy/guidelines: 1) Common core for majors under same CIP; 2) Concentrations (discussion for setting limit within a major and the common core courses); 3) Graduate Certificates (12-15 hrs)

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