

**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 - sabbatical	Joe Butts, OGS
Guldiken, Rasim	Paul Crawford, Admissions
Schaum, Brittany	
Shaw, Lindsey Absent	
Seibel, Brad GTM	
Wecker, Lynn GTM	
Wheeler, Pat	
White, Ashley	
Xue, Bin Absent	

**FEBRUARY 5, 2018 - REPORT**

1. Dr. Bahner welcomed everyone
2. There was no Public Comment on Agenda Items
3. Discussion and review of policies

**Fellowship Review**

Dr. Bahr presented the rating information for the Presidential Fellows and thanked everyone for taking the time to do the review. There were 18 nominations. After much discussion, the Committee voted to award seven (7) fellowships, and if one of the top 7 declines, then the next two on the waiting list will be awarded a fellowship – for a total of eight (8) awards. Dr. Bahr noted that there were a fair number of awards available for this year, but next year there may only be one or two, depending on if any students graduate or drop from the program.

**Affiliate Graduate Faculty** - Special Guest: Mark Rains.

Joni Downs and Jeff Ryan presented the requested proposal on behalf of Dr. Rains who was unable to attend. The proposal is to include research faculty as Graduate Faculty without having to apply via the Affiliate Graduate Faculty process. The Committee discussed the specific job codes, as well as other instances where faculty do not meet the definition of Graduate Faculty (e.g. Moffitt researchers, etc.). The current system for the Graduate Catalog pulls the list of graduate faculty based on the job codes that meet the definition. The proposed positions are not always in the GEMS system, and in some instances, the individuals do not have a terminal degree. It was determined that the request, if approved, would involve some logistical challenges in the system. The Committee also discussed recent requests by deans that the Major Professor only be a senior faculty member. The Committee is researching peer institutions for data and will revisit the issue next month.

**Admissions and English Proficiency Updates** – Special Guest: Jane Harvey.

The Committee entertained a proposal for additional test options for English Language Proficiency. Specifically INTO proposed the addition of the IELA and FCE test options. The Committee is researching other institutions and will revisit the issue next month.

**Next Meeting (March):**

- Dissertation Defense**\_ - Confirm revisions for using Skype/video conferencing.
- Graduate Faculty** – confirm research faculty revisions if needed. Confirm length of Graduate Affiliate Faculty status (approved up to two years); issue of junior faculty/Graduate Faculty; issue of outside chair and faculty level

- **Admissions and English Proficiency Updates** - confirm revisions and test updates (if approved). Minor revisions to admissions; revise policy to eliminate paper-based testing for TOEFL; clean up policy language.
- **Application of Internal Credit (Tabled from January)** – clarify language and non-degree seeking students policy
- **Change of Major** - GPA requirements for a Change of Major (comes from the MSMS to Pharmacy change)

**April:**

1. **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.
2. **Thesis Defense Guidelines** - develop guidelines
3. **Directed Research Hours** – discuss where these should be capped

**On Hold for Fall or no longer an issue for discussion/revision:**

1. **Curriculum policy/guidelines** – these are being worked on by the USF System and Faculty Senate and will be presented to Council in the future.
  - Common core for majors under same CIP;
  - Concentrations (discussion for setting limit within a major and the common core courses)
2. **Minimum Hours** – This has been interpreted to apply to broadly when it appears to be an example for 30 credits. Confirm state requirements for this policy and determine if any revisions are needed.
3. **Instructor of Record** – should here be a set number of courses that an instructor can be instructor of record
4. **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
5. **Adding of Students to Canvas** – issue of instructors adding students to Canvas when student is not enrolled in the course
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

**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