

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, Committee Chair	Ruth Bahr, OGS
Cohen, Donna	Carol Hines-Cobb, OGS
Guldiken, Rasim	Joe Butts, OGS
Shaw, Lindsey Absent	Paul Crawford, Admissions
Wecker, Lynn	
Wheeler, Pat Absent	
Xue, Bin Absent	

OCTOBER 2, 2017 - REPORT

- Dr. Bahner welcomed everyone.
- Public Comment on Agenda Items (3 minute limit)
- There are no new members yet, so an overview of policy was not needed
- New System Processes – Tabled for a future meeting.

Reviewed policies and made revisions as noted.

1) English Proficiency and INTO

The English Proficiency requirements for the Admissions Policy were revised to include proficiencies obtained through INTO.
 Revisions **APPROVED** ([see below](#))

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

Dr. Bahner presented a proposal to amend the Admission Deadlines for the MS in Medical Sciences to July 15 for Fall and also to amend Summer deadlines. The Committee discussed the proposal and agreed that exceptions should be allowed when the University Admissions Deadline significantly impacts the major and/or concentration.
APPROVED – Note; no changes made to specific Admissions Deadline policy language

3) Modification of Structure and Procedure

Reviewed suggestions submitted from Dr. Permut in reference to possible revision of Graduate Council Charge. Discussed and revised the suggestions submitted from Dr. Permut.
APPROVED – Note; no changes made to specific policy language in the Charge or Operating Procedure documents.

4) Candidacy Status and Thesis Submission

Discussed policy that prohibits students in candidacy who have not submitted a thesis. Committee members will research other institutions policies to see what may need to be added to our policy for dissertation and candidacy.
Will Research

The following will be discussed at a future meeting:

Accelerated Bachelor’s to Professional – add language to accommodate differences in professional versus doctorate majors

Change of Concentrations and dual concentrations – add language to clarify policy and process

Readmission and Reinstatement Policies – discuss credit hour requirement differences

Concurrent Degrees – PharmD and Graduate Majors – discuss whether to allow 120 hours to be “equivalent” to bachelor’s for the requirement for PharmD students without a bachelor’s. Note GPA differences.

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)

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

Affiliate Graduate Faculty - Length of Graduate Affiliate Faculty status

Change of Major - GPA requirements for a Change of Major (comes from the MSMS to Pharmacy change)

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

Research Assignments:

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

Admission Requirements – section 3:

3. Applicants from countries where English is not the official language must also demonstrate proficiency in English* in one of the following ways:
 - a. By providing scores of 79 or higher on the internet based Test of English as a Foreign Language (TOEFL iBT)
 - b. By providing a score of 6.5 or higher on the International English Language Testing System (IELTS).
 - c. By providing a score of 53 or higher on the Pearson Test of English Academic (PTE-A)
 - d. By earning a score of 153 (or equivalent) on the GRE Verbal exam.
 - e. By earning a baccalaureate or higher degree at a regionally accredited institution in the U.S.
 - f. By successfully completing INTO USF's Academic English Program Level 6 or the following INTO USF courses: EAP 1850 and EAP 1851 with a Satisfactory grade.
 - f.g. Applicants who earn a baccalaureate or equivalent degree at a foreign institution where English is the language of instruction (for the institution and not just the major) may meet this requirement. However, other related factors (including test scores) will also be considered. Medium of Instruction must be documented on the transcript or on an official Certificate of Medium of Instruction from the Institution

GRADUATE COUNCIL

ASSUMPTIONS/DIRECTIONS

Need for more efficient and effective service to the University

Need: Careful Review of charge

- (1) Graduate council leadership shall consist of the Executive Committee, which includes the ~~President~~ (chair), ~~Vice-President~~ (Vice-Chair), and Secretary along with the chairs of both ~~sub-C~~ committees.
- (2) After the current ~~President~~ Chair's term ends, all future ~~Presidents~~ Chairs will serve a two-year term.
 - a. Propose: elect chair and vice chair, vice chair would be promoted to chair in year two.

(3) During summer session when the Graduate Council does not meet, if an urgent situation arises that requires immediate attention, the Executive Committee of the Council shall serve as the decision-making body representing the Council and, in the following fall, will have a full report of the actions to the Council, itself.

~~(4) When the Graduate Office becomes involved with issues involving unit (College/Department) members in the Council, the members of the Council representing that unit shall be involved in those discussions to assure transparency and accuracy of the issues to the Council and its members.~~

- a. Proposed: When unit (College/Department/School) policy or curricular issues arise, the members of the Graduate Council from the unit should be involved in those discussions to assure transparency and accuracy of the issues to the Council and its members. If there are no members of the Graduate Council from that unit, then members of the Graduate Council Executive Committee should be consulted.

Approved