MINUTES
Graduate Council
February 18, 2016

Present: Ex officio: M. Gallo (Chair), S. Koksal


Guests: E. Fox, D. Micus, H. Miller

The meeting was called to order at 1:02 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo introduced Drs. Fiedler, Kalajian and Petit who are present in a nonvoting capacity representing Biology, Civil Engineering and Physics and Space Sciences respectively.

2) MINUTES OF THE JANUARY 2016 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the January 21, 2016 meeting were unanimously approved on a motion by Dr. Hamed and a second by Dr. Edwards.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne provided a handout of the January 29, 2016 update of Graduate Policy 4.11 Language Requirements for Graduate Assistantships. She advised that Dr. Alan Rosiene, Chair of English and Language Programs and ESL Director, School of Arts and Communication, is responsible for the FL Tech English Language Proficiency policy for all students whose home language is not English and that Graduate Policy 4.11 is the last paragraph in the institutional policy. She explained that the update displays required alternative equivalent scores in table format, adds clarifying language, and adds the equivalent requirement for one proficiency exam previously not listed – Cambridge English: Advanced.

Council suggested that that the wording “one of” be added to clarify that only one of the alternative tests (listed in each table) is needed. Dr. Kalajian wanted to know the passing score for the International Teaching Assistant Speaking Assessment (ITASA). Dr. Layne responded
that the exam is recorded as either “pass” or “fail.” Dr. Kalajian said that since “a passing score” implies a scale, it would be best to also revise wording for the ITASA requirement. Ms. Fox indicated that she will revise for accuracy and clarity. [Graduate Policy 4.11 (as revised by Ms. Fox) is attached to these minutes.]

4) **CHANGING REQUIREMENTS FOR A COURSE – EDS 5081 Research 1, EDS 5999 Thesis, EDS 6095 Research-Science Education, and EDS 6999 Dissertation-Science Education**

*Unanimously Approved*

Department of Education and Interdisciplinary Studies requests to change prerequisites for four courses: EDS 5081 Research 1, EDS 5999 Thesis, EDS 6095 Research-Science Education, and EDS 6999 Dissertation-Science Education.

Dr. Hamid said the request to add “instructor approval” as a prerequisite is intended to increase coordination with their students. Dr. Jennings asked how this prerequisite could be enforced. Ms. Fox said that she can work with the Registrar’s Office to build an enforcement mechanism when students try to register for these courses.

On a motion by Dr. Martinez-Diaz and a second by Dr. Bostater, the request made by Department of Education and Interdisciplinary Studies to change prerequisites for four courses: EDS 5081 Research 1, EDS 5999 Thesis, EDS 6095 Research-Science Education, and EDS 6999 Dissertation-Science Education was unanimously approved.


*Unanimously Approved for All Requested Courses*

Request is made by Department of Electrical and Computer Engineering to change prerequisites for 31 courses listed above.
Dr. Gallo noted that after consulting with Dr. Kozaitis, several omissions and corrections have been made to the forms.

On a motion by Dr. Hamed and a second by Dr. Richardson, the request made by Department of Electrical and Computer Engineering to change prerequisites for 31 courses: ECE 5111 Radio Frequency Propagation, ECE 5115 Modern Wireless Design Concepts, ECE 5117 Multimedia Communications, ECE 5201 Linear Systems 1, ECE 5221 Personal Communication Systems, ECE 5223 Digital Communications, ECE 5233 Satellite Communications, ECE 5234 Communications Theory, ECE 5246 Digital Signal Processing 2, ECE 5248 Advanced Filtering, ECE 5258 Pattern Recognition, ECE 5259 Medical Imaging, ECE 5268 Theory and Applications of Neural Networks, ECE 5291 Cubesat Design, ECE 5301 Semiconductor Device Theory, ECE 5310 VLSI Processing, ECE 5331 IC Computer-Aided Analysis, ECE 5333 Analog IC Design, ECE 5520 Computer Architecture, ECE 5525 Speech Processing, ECE 5526 Speech Recognition, ECE 5527 Search and Decoding in Speech Recognition, ECE 5534 Computer Networks 1, ECE 5535 Computer Networks 2, ECE 5540 Cloud Computing, ECE 5550 High-Performance Computing, ECE 5555 Wavelet Transforms for Image Processing, ECE 5565 Embedded and Real-Time Systems, ECE 5575 Programmable Gate Arrays, ECE 5683 Power Systems Operation and Control, ECE 5684 Power Systems Reliability and Planning was unanimously approved.

6) **CHANGING REQUIREMENTS FOR A COURSE – HCD 5805 Nonthesis Project**

Unanimously Approved

Request is made by School of Human-Centered Design, Innovation, and Art to change requirements for HCD 5895 Nonthesis Project.

Dr. Gallo noted that the initial request was to change the number of credit hours for HCD 5895 Nonthesis Project from a fixed 3 credits to variable 3–6 credits. Subsequent to this submission, Dr. Boy informed OGP that he also is requesting a change in the grades to be issued from the current A–F to S/U. A sample syllabus was provided, but was lacking information about what constitutes a grade of S or U.

Concerns were raised by council members about what would constitute 3 or 6 credit hours of work, given that there was no definition of required tasks to provide clarity and work expectations for the student. After discussion, Dr. Boy said the scope of the student project could be defined with the instructor before the course starts.

Based on this discussion, Dr. Gallo amended the “Request to Change the Requirements for a Course” to indicate under “other restrictions” the restriction “permission of nonthesis project advisor” as well as a change in the grades to be issued from A-F to S/U.

On a motion by Dr. Kaya and a second by Dr. Allen, the amended request made by School of Human-Centered Design, Innovation, and Art to change requirements for HCD 5895 Nonthesis Project was unanimously approved.
7) **ADDING A NEW COURSE TO THE CURRICULUM – HCD 5805 Tangible Interactive Systems**

*Unanimously Approved*

Request made by the School of Human-Centered Design, Innovation, and Art to add course **HCD 5805 Tangible Interactive Systems**.

Dr. Gallo noted modifications to the “Adding a New Course to the Curriculum” form as indicated by Dr. Layne’s initials and annotations. Because the sample syllabus lacks a grading scheme, Dr. Gallo said that the grading scheme will default to the undergraduate grading system listed in the *University Catalog* (i.e. A = 90-100 range, B= 80-89 range, etc.).

On a motion by Dr. Hamed and a second by Dr. Edwards, the request made by School of Human-Centered Design, Innovation, and Art to change requirements for **HCD 5805 Tangible Interactive Systems** was unanimously approved.

8) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR - Graduate Certificate in Information Assurance and Cybersecurity**

*Unanimously Approved*

Request is made by Department of Cybersecurity and Data Sciences to change graduation requirements for Graduate Certificate in Information Assurance and Cybersecurity.

Dr. Gallo said the change being requested includes three required courses (**CYB 5272, CYB 5280 and CYB 5290**) and one elective course selected from a set of four courses. He noted that after consulting with Dr. Allen, rewording is needed to prevent students from getting Cs in all four courses of the program and then taking additional courses outside the program to improve their cumulative GPA to 3.0 so they could be awarded the certificate.

Dr. Allen said the need for specificity is important because students in the past had taken courses outside of the program to raise their cumulative GPA. After discussion, the request was amended to state “To earn the Graduate Certificate, all courses applied to the certificate program must be completed with a minimum GPA of 3.0.”

On a motion by Dr. Richardson and a second by Dr. Kaner, the amended request made by Department of Cybersecurity and Data Sciences to change graduation requirements for Graduate Certificate in Information Assurance and Cybersecurity was unanimously approved.

9) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR - MS in Information Assurance and Cybersecurity (Includes 3 New Courses)**

*Both Requests Unanimously Approved*
The request made by the Department of Cybersecurity and Data Sciences is two-fold. The first part of the request is to add three new courses to the curriculum, and the second part is to change graduation requirements for the MS in Information Assurance and Cybersecurity degree program.

The new courses were considered first: **CYB 5400 Special Topics in Information Assurance**, **CYB 5800 Advanced Topics in Information Assurance**, and **CYB 5998 Capstone Project in Information Assurance**. Dr. Gallo noted that after consulting with Dr. Allen, **CYB 5272** will be listed as a pre- and corequisite for **CYB 5400**, and the additional restriction for **CYB 5998** will be changed to “Program Chair approval and 18 graduate credit hours completed.”

On a motion by Dr. Kaner and second by Dr. Martinez-Diaz, the first request made by the Department of Cybersecurity and Data Sciences to add three proposed courses **CYB 5400**, **CYB 5800** and **CYB 5998** to the curriculum was unanimously approved.

The second request was the change in graduation requirements for the MS in Information Assurance and Cybersecurity. The program will continue to be a minimum 33-credit hour program and will retain its current structure of 18 credit hours of core courses and 15 credit hours of electives. The proposed changes are as follows: 18 credit hours of core courses: **CYB 5677** and **CYB 5678** are replacing two previous core courses. For the Nonthesis option, there will be 12 credit hours of elective courses (instead of 15), a 3-credit hour **CYB 5998 Capstone** course and a Final Program Examination. The Thesis option remains the same with 9 credit hours of elective courses plus 6 credit hours of **CYB 5999 Thesis**.

On a motion by Dr. Hamed and second by Dr. Richardson, the second request made by Department of Cybersecurity and Data Sciences to change graduation requirements for MS in Information Assurance and Cybersecurity was unanimously approved.

10) **COMMITTEE ON STANDARDS REPORT – Dr. Theodore Richardson**

Dr. Richardson said the Committee on Standards met last week to discuss the minimum number of required copies of theses and dissertations. The committee learned at the meeting that the Library only needs one digital copy (rather than one bound copy as previously advised). Because questions arose on how the digital copy would be created and provided, Committee on Standards unanimously recommended to table the item until a workflow process and supportive services are identified and resolved.

11) **GRADUATE POLICY REVISION – GP 1.4.1, GP 1.4.2, GP 2.6.3, GP 2.6.4, and GP 4.10**

**Item Tabled**

Requested is made to revise policy to reduce (from five to one) the minimum number of printed copies of thesis/design project/DRP/Dissertation required in graduate policy.
Dr. Gallo asked council members to refer to the minutes of the February 11, 2016 Committee on Standards (CoS) meeting. He said the recommendation from the Committee on Standards was unanimous to table the request until both the workflow process and corresponding support services needed have been identified and resolved. Because the decision was unanimous, the agenda item came to Council as a motion and second, thus opening up discussion for the request.

Dr. Dsalalow said the Math Department would like the number of bound copies to stay as is (one for the department and one for the advisor). Dr. Martínez-Diaz said the School of Behavior Analysis only needs one copy for the major professor (none for the department). Dr. Jennings said that different departments want a different number of copies and suggested a minimum of one copy. Dr. Gallo advised that because the library now is requesting one digital copy, there is need for a workflow process for the digital copy. Dr. Kalajian said that he is happy with a minimum and expectation of one copy until the electronic copy process is ready. Dr. Miller said if the library doesn’t have digital, they will need two copies. Dr. Gallo said policy requires that the Office of Graduate Programs (OGP) approves the copy. Because there are questions such as how will it come in (email? thumb drive?), CoS stressed the need for a workflow process and to have other resources in place. Dr. Kalajian was concerned about the time table for this process. Dr. Perez recommended to table the item to let the library and OGP resolve it quickly. Dr. Koksal said the library has the software needed for processing and added that the deans agree to go digital because of space and larger research universities are doing so. She said that students can get a copy on cd and a student cannot be stopped from going to different vendors. Dr. Miller said that the library will work it out with OGP.

The request made to revise policy to reduce (from five to one) the minimum number of printed copies of thesis/design project/DRP/Dissertation required in Graduate Policy 1.4.1 Thesis, Policy Master’s and Specialist Degrees (Registration), Graduate Policy 1.4.2 Thesis, Policy Master’s and Specialist Degrees (Thesis Grades), Graduate Policy 2.6.3 Dissertation Requirements for PhD/DBA Students (Dissertation Grading), Graduate Policy 2.6.4 Dissertation Requirements for PhD/DBA Students (Dissertation Preparation and Defense), Graduate Policy 4.10 Thesis/Design Project/Doctoral Research Project and Dissertation Registration in the Semester of Graduation was unanimously agreed upon to table the item.

12) ANNOUNCEMENTS

Dr. Gallo announced that the next Graduate Council meeting is March 24, 2016, and the submission deadline for materials is March 3, 2016.

With no further business, the meeting adjourned at 1:55 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs
POLICY SOURCE: Graduate Policies - Other Graduate Policies

TITLE: Language Requirements for Graduate Assistantships

DATE: January 29, 2016

Language Requirements for Graduate Assistantships
(Graduate Policy 4.11)

International students are eligible for graduate assistantships in some academic units. In addition to specific academic unit requirements for service as a graduate assistant, any student whose home language is not English must either pass an English proficiency examination with a minimum score as listed in the table below, or meet one or more of the criteria for exemption. Whether or not the student has taken and passed an English proficiency examination, the student must pass the International Teaching Assistant Speaking Assessment (ITASA) to serve as a graduate teaching assistant.

A score of at least one of the following must be submitted for a teaching assistantship:

<table>
<thead>
<tr>
<th>iBT</th>
<th>IELTS</th>
<th>PTE Academic</th>
<th>Cambridge English: Advanced</th>
<th>Florida Tech TOEFL</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>7.0</td>
<td>70</td>
<td>193 (Grade of B)</td>
<td>600</td>
</tr>
</tbody>
</table>

A score of at least one of the following must be submitted for a research assistantship:

<table>
<thead>
<tr>
<th>iBT</th>
<th>IELTS</th>
<th>PTE Academic</th>
<th>Cambridge English: Advanced</th>
<th>Florida Tech TOEFL</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>6.5</td>
<td>58</td>
<td>180 (Grade of C)</td>
<td>550</td>
</tr>
</tbody>
</table>