M I N U T E S
Graduate Council
January 19, 2017 (*revised 2/8/17)

Present: Ex officio: M. Gallo (Chair) and M. Baloga


Guests: G. Boy, E. Fox, E. Kalajian, D. Micus, D. Miller-Kermani, T. Richardson, R. Sippel

The meeting was called to order at 1:05 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo welcomed everyone and announced the return of Dr. Eric Perlman as the representative for Physics/Space Sciences and Dr. Emily Vogt replacing Dr. Donn Miller-Kermani as the representative for the Department of Extended Studies.

Dr. Gallo said that he would be working from a restructured agenda which was provided at all place settings.

Dr. Gallo reminded council members in the event that they are unable to attend a meeting it would be beneficial to have someone attend in their stead for information exchange purposes. This will ensure that their academic unit has input to discussions and has someone who can communicate proceedings back to their academic unit. He noted, though, that Robert’s Rules of Order does not permit a substitute to submit a proxy vote.

He advised that per Robert’s Rules votes of abstention do not count and are therefore ignored in the final tally. For example, if the vote for an item is 1 in favor, 0 opposed, and 19 abstain, then the item passes.

Dr. Gallo announced the Office of Graduate Programs’ web site now has a “Curriculum Tools” tab which includes links to commonly-used graduate curriculum-related administrative forms as well as the template and process for proposing new programs. A screen shot of the menu item was provided as a handout. Dr. Baloga added that the process for proposing new degree programs is not new; however, it is now better aligned to process information for proposed new programs. A financial information template allows the Office of Finance to plan for and put aside funds to support new programs (faculty line items, GSAs etc.). Dr. Baloga emphasized that two items were needed, documentation to justify the new program and a finance plan to justify the academic program for financial support.

2) MINUTES OF THE NOVEMBER 2016 GRADUATE COUNCIL MEETING
Unanimously Approved

The minutes of the November 17, 2016 meeting were unanimously approved on a motion by Dr. Hamed and a second by Dr. Perez.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne reminded all that Office of Programs (OGP) in partnership with Evans Library implemented the Electronic Thesis and Dissertation (ETD) Submission process in fall 2016. She reported that a total of 70 electronic submissions were processed in fall 2016.

She referenced the “Fall 2016 Thesis/Dissertation Turn-in Plus/Delta Analysis” handout and elaborated that the analysis provides feedback for continuous improvement and was conducted by OGP staff and Mr. David Lowe, Data Librarian. She noted that, in general, our systems and services worked well for the convenience of students and academic units. She commended OGP staff for a wonderful job of conducting format checks and guiding students through new Turn-in requirements and deadlines. She acknowledged Evans Library for offering online tutorials and in-person workshops to familiarize students with the ETD process and lauded Digital Scholarship Lab staff for providing troubleshooting for students having technical challenges.

Dr. Layne said the most important arm of the partnership is the academic units. She reported on the Plus side that the ETD Access Form aptly served communication needs from the advisor via OGP to Evans Library. Advance presentations to academic units facilitated their understanding of the new process. She noted a few concerns on the Delta side such as some advisors/departments did not understand the required number of bound copies, a major advisor no longer at FL Tech was not aware of ETD process, and most importantly, the additional layer of ETD submittal significantly lengthened Turn-in process. She also noted the importance of creating a good exit experience for our graduate students and added that students need to come in early, back in to defenses, etc. because of this new turn-in process. Dr. Kalajian suggested sending an email to Graduate Faculty with common issues to help faculty understand what is needed.

4) INFORMATION ITEM – Inactivation of Idle Graduate Courses

Request is made by Office of the Registrar to inform Graduate Council of inactivation of idle graduate courses.

Dr. Gallo stated that the Office of the Registrar has compiled a list of courses active in Banner that have not been offered or had any registrations in the past 3 years. In the absence of prior notification to keep a course active, the listed courses will become inactive in Banner effective February 1, 2017. To keep a course active, a designated person from an academic unit needs to contact the catalog office.

Mr. Micus said the last course clean-up was conducted in 2011 for over 2,400 courses.

Dr. Baloga added that it is confusing for students to see courses listed in the catalog, but not offered. Dr. Gallo said to keep in mind that, once deactivated in the system, a course reactivation request must come to Graduate Council for review.
5) **GRADUATE FACULY APPOINTMENT – NARDO, Maureen**

*Unanimously Approved*

Request is made by Department of Extended Studies to appoint Dr. Maureen Nardo to the Master’s level of Graduate Faculty.

Consistent with Graduate Council’s practice with respect to graduate faculty appointments for adjunct faculty and faculty external to the university, the request is made to appoint Dr. Nardo at the master’s level.

On a motion by Dr. Perez and a second by Dr. Martinez-Diaz, the request made by Department of Extended Studies to appoint Dr. Maureen Nardo to the Master’s level of Graduate Faculty was unanimously approved.

6) **GRADUATE FACULY APPOINTMENT – MORIN, Lee**

*Unanimously Approved*

Request is made by School of Human-Centered Design, Innovation and Art to appoint Dr. Lee Morin to the Master’s level of Graduate Faculty.

Similar to Dr. Nardo’s appointment, Dr. Morin’s appointment will be at the master’s level because he is external to the university. Dr. Gallo noted that although the nomination memo indicates that Dr. Morin will serve as an outside member, this is not permitted per Graduate Policy 2.3.1, which requires the outside member to be “a full-time member of the graduate faculty” and from an academic unit that is administratively independent of the student’s and major advisor’s home academic unit or program. It does not refer to someone external to the university.

On a motion by Dr. Hamed and a second by Dr. Bashur, the request made by School of Human-Centered Design, Innovation and Art to appoint Dr. Lee Morin to the Master’s level of Graduate Faculty was unanimously approved.

7) **GRADUATE FACULY APPOINTMENT – SPLITT, Michael**

*Unanimously Approved*

Request is made by College of Aeronautics to appoint Mr. Michael Splitt to the Master’s level of Graduate Faculty.

Dr. Gallo asked Council to note that per GP 4.1.2, Mr. Splitt’s graduate faculty appointment is being presented to Council because he does not have a terminal degree.

Dr. Carstens said Mr. Splitt has served on five committees, three of which are PhD and has chaired a thesis committee in 2008. A question was raised if graduate regulations allow a faculty member with a Master’s degree to serve. Dr. Gallo confirmed that it is permitted with approval of the dean of the respective academic unit.

On a motion by Dr. Carstens and a second by Dr. Carroll, the request made by College of Aeronautics to appoint Mr. Michael Splitt to the Master’s level of Graduate Faculty was unanimously approved.
8) **CHANGING REQUIREMENTS FOR A COURSE – PSY 5570 Multicultural Psychotherapy**

*Unanimously Approved*

Request is made by School of Psychology to change prerequisites for **PSY 5570 Multicultural Psychotherapy**.

Dr. Gallo stated the request is to replace **PSY 5120** with **PSY 5121** as the prerequisite for the course, **PSY 5570 Multicultural Psychotherapy**.

On a motion by Dr. Hamed and a second from Dr. Perez, the request made by the School of Psychology to change prerequisites for **PSY 5570 Multicultural Psychotherapy** was unanimously approved.

9) **CHANGING REQUIREMENTS FOR A COURSE – BME 5702 Biomedical Applications in Physiology, BME 5710 Orthopedic Biomechanics, and BME 5720 Biomedical Instrumentation**

*Unanimously Approved*

Request is made by Department of Biomedical Engineering to change prerequisites for three courses: **BME 5702 Biomedical Applications in Physiology, BME 5710 Orthopedic Biomechanics, and BME 5720 Biomedical Instrumentation**.

Dr. Gallo stated the request is to replace the prerequisites for the three courses **BME 5702, 5710, and 5720** with “Background knowledge equivalent to …”. He noted that corrections to the corresponding academic forms have been made.

On a motion by Dr. Carstens and a second from Dr. Heck, the request made by the Department of Biomedical Engineering to change prerequisites for three courses: **BME 5702 Biomedical Applications in Physiology, BME 5710 Orthopedic Biomechanics, and BME 5720 Biomedical Instrumentation** was unanimously approved.

10) **CHANGING GRADUATION REQUIREMENTS – PsyD degree program in Clinical Psychology**

*Unanimously Approved*

Request is made by School of Psychology to change graduation requirements for the PsyD degree program in Clinical Psychology.

Dr. Gallo stated the request is to reduce the number of required credit hours for the PsyD program in Clinical Psychology from 124 to 123 as a result of replacing the 3-credit course **COM 5003, Preparing Academic Documents**, with the 2-credit course **COM 5004, Introduction to Preparing Professional and Academic Documents**.

On a motion by Dr. Hamed and a second from Dr. Perez, the request made by the School of Psychology to change graduation requirements for the PsyD degree program in Clinical Psychology was unanimously approved.
11) **CHANGING GRADUATION REQUIREMENTS – MS Degree in Global Strategic Communication**

Unanimously Approved

Request is made by School of Arts and Communication to change graduation requirements for the MS degree program in Global Strategic Communication.

Dr. Gallo said the request is to change the graduation requirements for the MS program in Global Strategic Communication by reducing the core requirements from 15 credit hours to 12 credit hours. To effect this change, **COM 5120 Mass Communication and Society** will be removed as a core course and become an elective course. The total number of credit hours for the program will not change.

On a motion by Dr. Edwards and a second from Dr. Carstens, the request made by the School of Arts and Communication to change graduation requirements for the MS degree program in Global Strategic Communication was unanimously approved.


Unanimously Approved

Request is made by Bisk College of Business to change graduation requirements for 13 MBA degree programs: MBA, Accounting, Finance, Cybersecurity, International Business, Global Supply Chain Management, Information Technology Management, Accounting and Finance, Healthcare Management, Management, Marketing, Project Management, and Internet Marketing.

Dr. Gallo stated the request is to change the graduation requirements for 13 MBA programs by removing **BUS 5601 Essentials of Business I** and **BUS 5602 Essentials of Business II** as core courses and making them program prerequisites. This will give College of Business flexibility to waive these courses for students with a business background and allow them to take two elective courses.

Questions were raised about the wording “program prerequisite” on the administrative forms, causing confusion and a possible interpretation of deficiency. Dr. Richardson said **BUS 5601** and **BUS 5602** give a student the experience in creating a business plan and were designed for students who did not have an undergraduate degree in a business-related field. He added that students with an undergraduate business background do not need to take these courses and that these are not deficiencies. Dr. Gallo said this request removes more courses out of the core and allows students with the proper background to take other courses.

On a motion by Dr. Allen and a second by Dr. Hamed, the request made by the Bisk College of Business to change graduation requirements for 13 MBA degree programs: MBA,
Accounting, Finance, Cybersecurity, International Business, Global Supply Chain Management, Information Technology Management, Accounting and Finance, Healthcare Management, Management, Marketing, Project Management, and Internet Marketing was unanimously approved.

13) **ADDING A NEW COURSE – HCD 5701 Designing Interactive Systems 1: Fundamentals of HCI and HCD 6701 Research Methods and Human-Centered Design Research Methods**

**HCD 5701 Unanimously Approved and HCD 6701 Approved**

Request is made by School of Human-Centered Design, Innovation, and Art to add two new graduate courses: **HCD 5701 Designing Interactive Systems 1: Fundamentals of HCI** and **HCD 6701 Research Methods and Human-Centered Design Research Methods**.

Discussion ensued for HCD 6701. College of Aeronautics and Department of Education and Interdisciplinary Studies representative commented that there may be an overlap with courses in their respective disciplines. Drs. Boy and Stephane elaborated on similarities and differences. Dr. Stephane added that he would be open to changing the course title. Dr. Gallo recommended that he work with Ms. Fox.

On a motion by Dr. Hamed and a second by Dr. Martinez-Diaz, the request made by the School of Human-Centered Design, Innovation, and Art to add new graduate course **HCD 5701 Designing Interactive Systems 1: Fundamentals of HCI** was unanimously approved and **HCD 6701 Research Methods and Human-Centered Design Research Methods** was approved with a vote of eight in favor, three opposed, and six abstentions. [Subsequent to the meeting and with the consultation of Ms. Fox, the course title was updated to **HCD 6701 Research Methods for Human Centered Design**.]

14) **ADDING A NEW MAJOR – MS in Healthcare Management**

**Item Tabled**

Request is made by Department of Extended Studies to add MS degree program in Healthcare Management which includes eight new graduate courses: **MGT 5072 Cultural Competency in the Workplace; MGT 5073 Current Topics in Telemedicine, Mobile Health, and eHealth; MGT 5074 Current Topics in Health Disparities, Health Services Delivery and Public Health Promotion; MGT 5075 Managerial Epidemiology in Public and Population Health; MGT 5076 Research in Healthcare Management; MGT 5077 Human Resources in Healthcare Management; and MGT 5078 Special Topics in Healthcare**.

Dr. Gallo explained that the proposed new program will replace the current MS program in Health Management, which was a previously-approved degree that Extended Studies discontinued in late 1990. When Extended Studies revived the program under the same major code an error was made in the title of the program. The proposed degree that is being presented to Council fixes the
error in title, adds new courses to the curriculum, and incorporates an assessment structure. There are no students in the current program.

Dr. Gallo asked Council to consider the set of new courses – six courses are required and one is an elective. One of the required courses, MGT 5076 Research in Healthcare Management, is the capstone course. He noted there are several errors on the syllabi including but not limited to incorrect course titles and course descriptions, wording of assignments, and grading scale. Council also was apprised that the corresponding administrative forms would be changed to reflect that the Schedule Type would also include Virtual (H) and each course would not impact any existing programs.

On a motion by Dr. Carstens and a second by Dr. Perez, discussion ensued regarding the new proposed courses. It was suggested that all of the corrections be made and then re-submitted for consideration.

On a motion by Dr. Carstens and a second by Dr. Hamed, the request made by the Department of Extended Studies to add MS degree program in Healthcare Management which includes eight new graduate courses: MGT 5072 Cultural Competency in the Workplace; MGT 5073 Current Topics in Telemedicine, Mobile Health, and eHealth; MGT 5074 Current Topics in Health Disparities, Health Services Delivery and Public Health Promotion; MGT 5075 Managerial Epidemiology in Public and Population Health; MGT 5076 Research in Healthcare Management; MGT 5077 Human Resources in Healthcare Management; and MGT 5078 Special Topics in Healthcare was tabled with a vote of 12 in favor of tabling the agenda item, two opposed, and three abstentions.

Dr. Gallo said because the new courses were tabled, the new program request cannot be entertained and is tabled as well.

15) GRADUATE POLICY REVISION / COMMITTEE ON STANDARDS REPORT –

Graduate Policy 4.2.5.1 Appeal Committee for Academic Misconduct Dismissals; Graduate Policy 4.12.1 Academic Misconduct; Graduate Policy 4.12.1.1 Appeal Procedure for Academic Misconduct Dismissals; Graduate Policy 4.12.1.2 Appeal Procedure if Reinstatement Request is Denied

Unanimously Approved

Request is made by Office of Graduate Programs for Council to consider and provide review/ input for revising the following Graduate Policies: Graduate Policy 4.2.5.1 Appeal Committee for Academic Misconduct Dismissals; Graduate Policy 4.12.1 Academic Misconduct; Graduate Policy 4.12.1.1 Appeal Procedure for Academic Misconduct Dismissals; Graduate Policy 4.12.1.2 Appeal Procedure if Reinstatement Request is Denied.

Dr. Gallo said the Committee on Standards reviewed this request last week and unanimously approved the suggested changes to three subsections of GP 4.12 Dismissal for Misconduct, Graduate Programs. The Committee on Standards also concluded that no changes were needed or recommended for GP 4.2.5.1. As a result of the Committee on Standards’ unanimous recommendation, this item comes to Council as a motion and second.
Dr. Carstens summarized the salient aspects that resulted from the Committee on Standards meeting. She said the graduate policies needed only minor editorial modifications. She said there were concerns and challenges that might best be addressed by appropriate academic units and or administrative offices regarding procedures for handling suspected violations of academic honesty (i.e., standardization between colleges, having a published rule for graduate students, and aligning current practice with academic policy.

On a motion and second by the Committee on Standards, the request made to revise the following three Graduate Policies was unanimously approved:

**Graduate Policy 4.12.1 Academic Misconduct**
**Graduate Policy 4.12.1.1 Appeal Procedure for Academic Misconduct Dismissals**
**Graduate Policy 4.12.1.2 Appeal Procedure if Reinstatement Request is Denied**

[The revised wording (presented in bold underline font and strikethrough) is presented on page 9 of these minutes].

16) **ANNOUNCEMENTS**

Dr. Gallo announced that the next Graduate Council meeting is February 16, 2017, and the submission deadline for materials is February 2, 2017.

With no further business, the meeting adjourned at 2:15 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs
Approved Policy Revisions

**Graduate Policy 4.12 – Dismissal for Misconduct, Graduate Programs**

**Graduate Policy 4.12.1 Academic Misconduct**

“….In a case of academic misconduct, the decision to dismiss will be made by the dean of college in which the student is enrolled. A letter from the dean will inform the student, the student’s academic unit head(s), dean of students, registrar, **director of graduate programs**, and dean of the graduate school of the dismissal and the student’s right to appeal. **In the case of an international student, the letter will also inform the director of international student and scholar services.** The letter must include a statement of misconduct, evidence supporting the misconduct, disciplinary actions, options to either accept the actions or to appeal, as well as a deadline for notification of the choice to appeal.”

**Graduate Policy 4.12.1.1 Appeal Procedure for Academic Misconduct Dismissals**

“….Following the determination of the committee, the Appellant shall be notified by means of a letter from the dean of the graduate school regarding the decision, with copies to the academic unit(s), registrar, dean of students, the student’s academic dean, the graduate programs office, **and the international student and scholar services office, if appropriate.**”

**Graduate Policy 4.12.1.2 Appeal Procedure if Reinstatement Request is Denied – DELETE**

“Any further appeals shall be handled according to procedures specified under “Appeals from Reinstatement Denials.””