MINUTES
Graduate Council
April 17, 2014

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


Guests: K. Almasi, E. Kalajian, D. Kirk, H. Miller, Dr. Y.A. Sohn

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

1) CALL TO ORDER – Dr. Michael Gallo

2) MINUTES OF THE MARCH 2014 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the March 27, 2014 meeting were unanimously approved on a motion by Dr. Richardson and a second by Dr. Cusick

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

The Director’s Report included two informational items: Implementation of revised Graduate Policies 1.9 Undergraduate Courses for Graduate Credit and 2.2.2 PhD/DBA Course Requirements and the Scholarship Repository initiative.

Dr. Layne noted that at the March 27, 2014 Graduate Council Meeting, Graduate Policies 1.9 and 2.2.2 were modified and approved to be commensurate with accreditation requirements of SACS-COC Comprehensive Standard 3.6.1 (Post-Baccalaureate Program Rigor). The phrase Graduate Council inserted was “Requirements in courses not specifically designed for graduate credit but that allow both undergraduate and graduate enrollment must ensure that there is a clear distinction between the requirements of undergraduate students and graduate students.” These two graduate policies do not concern bi-level courses because bi-level courses are covered in a different graduate policy and the differences in requirements are documented in the course syllabus. These policies do not apply to deficiency courses.

Dr. Layne introduced the unofficial “Permission for Graduate Student to Take Undergraduate Course for Graduate Credit” form and noted that the official form has been approved by the Academic Deans, Dr. Koksal and the Registrar and will be available as soon as it is entered in the academic forms database. The form will alert the undergraduate course instructor that a graduate student desires to take the course and will alert the graduation office
that the student has completed the necessary academic requirements to apply credits for an undergraduate course listed on his/her program plan. The form provides evidence of the course instructor’s permission and justification along with a description of the advanced work and standards the graduate student will complete beyond those requirements for an undergraduate in the course. The form requires Major Advisor’s permission and justification to document why it is academically necessary for the student to take the undergraduate course instead of a graduate course. The form is required effective as of Fall 2014 registration.

Dr. Layne reminded Council Members that the Office of Graduate Programs (OGP) is partnering with Evans Library in a new initiative, The Scholarship Repository of Florida Institute of Technology. The Repository provides permanent open access to scholarly works created by FL Tech faculty and students, including theses, dissertations and doctoral research projects. OGP is the central collection point to receive publication permission slips. Dr. Layne distributed an information flier advising students of the Scholarship Repository benefits and procedures for submission. She introduced Dr. Holly Miller, Director, Research Collections who has created support resources for graduate students and academic departments. Dr. Miller has developed an extensive online Library Guide to explain details of the repository, copyright permissions and procedures for students to conveniently upload their theses and dissertations directly to the repository.

4) ADDING A NEW MAJOR TO THE CURRICULUM – MS in Flight Test Engineering

Unanimously Approved

Request is made by the Department of Mechanical and Aerospace Engineering to add a Master of Science in Flight Test Engineering.

Dr. Gallo noted this item was on the agenda for the November 2013 Graduate Council Meeting, but was not brought to the table for discussion because the corresponding administrative form lacked all required signatures. The Adding a New Major or Minor to the Curriculum form is now complete but has two modifications: the Campus site now includes the Patuxent, Maryland and Lakehurst, New Jersey off-campus sites in addition to Melbourne Campus per Dr. Richardson’s request. The term to be initiated is now Fall 2014. Dr. Gallo noted changes and corrections under “Degree Requirements” to include the addition of a final program examination, corrected titles AVF 5301 Airplane Performance Flight Test Evaluation and AVF 5302 Airplane Stability and Control Flight Test Evaluation, and deletion of course MAE 5530 Flight Stability and Control because it is currently a deactivated course.

Council members discussed the list of five proposed mathematics courses and noted that Mathematics Methods 1 and 2 were not listed and that although three statistics courses are listed, the student need not select a statistics course for the required six credit hours of mathematics. Dr. Daniel Kirk, Associate Professor, Aerospace Engineering responded that they tried to tailor the courses to those that Flight Test Engineers would most likely benefit.
from and would most likely need based on input from Flight Test Engineers and employers around the country.

On a motion by Dr. Vamosi and a second by Dr. Richardson the request made by the Department of Mechanical and Aerospace Engineering to add a Master of Science in Flight Test Engineering was unanimously approved.

5) ANNOUNCEMENTS

Dr. Gallo announced that the next meeting will be held on Thursday, September 18, 2014 and will be the first meeting of the 2014-2015 academic year. The deadline for materials submission is Thursday, September 4. He wished everyone a happy and healthy summer.

With no further business, the meeting adjourned at 1:31 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs