M I N U T E S
Graduate Council
February 20, 2014

Present: Ex officio: M. Gallo (Chair)

Voting Members: R. Baggs, D. Carroll, S. Cusick, J. Dshalalow, K. Hamed, M. Harvey,
P. Jennings, M. Kaya, A. Knight, G. Maul, E. Perlman, J.P. Pinelli,
T. Richardson, Y. Sharaf-Eldeen, M. Silaghi, J. Strother, B. Webster

Guests: M. Baloga, I. Chong, E. Kalajian, J. Martinez-Diaz, C. Young

The meeting was called to order at 1:03 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo noted that Dr. Koksal was unable to be present at today’s meeting. She is
attending the Conference of Southern Graduate Schools. He welcomed Dr. Andrew Knight,
the new Graduate Council representative for Chemistry, replacing Dr. Sharma.

2) MINUTES OF THE JANUARY 2014 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the January 16, 2014 meeting were unanimously approved on a motion
by Dr. Cusick and a second by Dr. Maul.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne reported that one proposed new course was circulated electronically in
January for consideration by Council Members. COM 5145 Qualitative Research Methods
was requested for Graduate Council review by Dr. Baggs and was placed on today’s
Graduate Council Agenda (item 8).

4) ADDRESS COUNCIL MEMBERS – Dr. Monica Baloga

Request is made by Dr. Monica Baloga, Associate Vice President for Institutional
Effectiveness, for Graduate Council to provide guidelines for establishing the amount of
work that equates to one credit hour of Thesis/Dissertation. Material distributed included
SACS-COC Credit Hours Policy Statement.
She noted that the Rationale for requested definition/guidelines is that SACS-COC Federal Requirement 4.9 requires that each “institution has policies and procedures for determining credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy.”

5) COMMITTEE ON STANDARDS REPORT – Dr. Michael Gallo

Dr. Gallo referenced the February 13, 2014 Committee on Standards meeting minutes provided to each council member. He reported that two agenda items were considered at the meeting and both were unanimously recommended for approval, serving as a motion and second for purposes of today’s Graduate Council Meeting.

**Item 1- Recommended Definition of a Credit Hour Unanimously Approved**

Dr. Gallo reported the Committee on Standards voted unanimously to recommend the definition of a credit hour for thesis/dissertation as follows:

**Thesis/Dissertation:** A one credit Thesis/Dissertation experience is defined as a minimum of 180 minutes per week of scholarly activity.

A fellow council member asked if a definition has previously existed at Florida Tech. Dr. Baloga stated that there has not been a specific definition recorded nor listed in policy. Another member asked why the definition was so time specific. Dr. Baloga answered that the federal definition of credit hours is still based on the Carnegie Unit, a time-based measure that most institutions use as standard operating procedure. She stated SACS is not prescriptive. SACS requires only that institutions have their own guidelines for defining a credit hour.

Graduate Council unanimously approved the definition recommended by the Committee on Standards.

**Item 2- Graduate Policy Updates: GP 2.9 Academic Probation and Dismissal for PhD/DBA Students, 2.9.1 Reinstatement Appeals, and 3.6 Academic Dismissal for PsyD Students Unanimously Approved**

Dr. Gallo advised that the Committee on Standards also voted unanimously to recommend approval for updates to Graduate Policies 2.9, 2.9.1, and 3.6. He noted that these updates would make doctoral policy consistent with the corresponding master’s degree policy. Dr. Layne had presented these policies for update to reflect current practice for academic dismissals and dismissal appeal process.

Graduate Council unanimously approved the policy updates recommended by the Committee on Standards. The policies as approved are attached to these minutes.
6) **GRADUATE FACULTY APPOINTMENT – SALINAS, Christine**

**Unanimously Approved at Master’s Level**

Request is made by the School of Psychology to appoint Dr. Christine Salinas to the master’s level of Graduate Faculty.

On a motion by Dr. Harvey and a second by Dr. Strother, the request made by the School of Psychology to appoint Dr. Christine Salinas to the master’s level of Graduate Faculty was unanimously approved.

7) **ADDING A NEW COURSE TO THE CURRICULUM – BEH 5248 Pre-practical field experience I (1 credit hour) and BEH 5249 Pre-practical field experience (0 credit hours)**

**Both Courses Unanimously Approved**

Request is made by the School of Applied Behavior Analysis to add two new courses BEH 5248 Pre-practical field experience I (1 credit hour) and BEH 5249 Pre-practical field experience (0 credit hours).

Dr. Gallo noted changes to both Adding a New Course to the Curriculum forms in lecture and labs hours and catalog description. Dr. Layne advised council members of changes to the syllabi in the grading scheme for both courses. The first course, BEH 5248 will have letter grades and the second course BEH 5249 will be graded as Pass/Fail.

In response to questions, Dr. Chong added that these courses are kept at a low credit hour to make them affordable because the program does not have a flat tuition rate. Dr. Martinez-Diaz explained that their ABA program requires 48 credit hours for professional accreditation. Thus, to make the program competitive and attractive, these courses need to have a low credit hour. Dr. Carroll understood the rationale and added that this option allows students to fit these courses into their program plan without paying extra money. Dr. Harvey stated that the courses are necessary to train students in behavior analytic skills and Scott Center for Autism policies and procedure.

On a motion by Dr. Richardson and a second by Dr. Mau, the request made by the School of Behavior Analysis to add two new courses BEH 5248 Pre-practical field experience I (1 credit hour) and BEH 5249 Pre-practical field experience (0 credit hours) was unanimously approved.
8) **ADDING A NEW COURSE TO THE CURRICULUM – COM 5145 Qualitative Research Methods (3 credit hours)**

Unanimously Approved

Request is made by the School of Arts and Communication to add new course COM 5145 Qualitative Research Methods (3 credit hours).

Dr. Strother stated that the proposed course is an additional research class to be offered along with the already existing core quantitative research course. She further elaborated that all qualitative research methods are covered in the text and students use one assigned method to execute their project.

Discussion ensued about the need for a writing center or course that focuses on improving writing skills for graduate students. Dr. Strother noted that COM 5003 Preparing Academic Documents is offered by the School of Arts and Communication and is open to all students.

On a motion by Dr. Maul and a second by Dr. Hamed, the request made by the School of Arts and Communication to add new course COM 5145 Qualitative Research Methods (3 credit hours) was unanimously approved.

9) **CHANGING GRADUATION REQUIREMENTS IN A MAJOR – PsyD in Clinical Psychology**

Approved

Request is made by the School of Psychology to add a required graduate level writing course to the Clinical Psychology Year 1 curriculum.

Dr. Layne provided background information on this request by stating Clinical Psychology program initially wanted to develop their own writing course; however, in consort with the School of Arts and Communication, it was decided to have students take the existing course COM 5003 with a special section dedicated to Clinical Psychology students. Dr. Strother was in support of this collaboration with the Clinical Psychology department to address and support their needs. After discussion, council agreed to modify the Description of Requested Changes to delete “will dedicate a section to PsyD students.”

On a motion by Dr. Maul and a second by Dr. Perlman, the request made by the School of Behavior Analysis to add COM 5003 Preparing Academic Documents to the Clinical Psychology Year 1 curriculum was approved with a vote of 15 in favor and two opposed.
10) **FAST TRACK PROGRAM REVISION**

**Approved**

Request is made by the School of Psychology to allow 8 credits (rather than 6) to be applied for Fast Track MS degree programs in Behavior Analysis (ABA, OBM, ABA & OBM).

Dr. Gallo advised that the Fast Track program is not graduate policy, but rather a recruitment tool to keep our best undergraduate students for graduate school. He explained that when compared to traditional 30-hour MS programs with a ratio of 6 hours FastTrack to 30 total hours (20% of credits from FastTrack), the request has respective ratios of 18% for ABA, 19% for OBM and 16% for ABA & OBM. Dr. Webster voiced his hope that in the future the approval of this request for the three Behavior Analysis programs would not be taken as a precedent for the 30 credit hour master’s programs. Dr. Kalajian stated that this type of honors program was initiated as an effort to retain quality undergraduate students to our graduate school by rewarding them with six hours of graduate credit, typically taken during their senior year (College of Engineering requires a minimum GPA of 3.4). It was the consensus of council that the approval of this specific request for the Behavior Analysis programs should not be viewed as altering the current FastTrack program of a maximum of six semester hours.

On a motion by Dr. Harvey and a second by Dr. Strother, the request made by the School of Psychology to allow 8 credits (rather than 6) to be applied for Fast Track MS degree programs in Behavior Analysis (ABA, OBM, ABA & OBM) was approved with a vote of 10 in favor and four opposed (including three abstentions).

The next meeting will be held on Thursday, March 27, 2014 (4th Thursday).

With no further business, the meeting adjourned at 1:59 p.m.

[Signature]

Rosemary G. Layne, Ed.D.
Director of Graduate Programs
Academic Probation and Dismissal for Ph.D./D.B.A. Students (Rev. 2/20/14)

(Graduate Policy 2.9)

The basic standard for successful performance at the doctoral level is a program grade point average of 3.2 or higher and an overall grade point average of at least 3.0. Reference is made to graduate policy “Grading Requirements” for definitions of program and overall grade point averages. The program grade point average for a doctoral student includes all courses shown on the program of study as applying toward the doctoral degree, both graduate numbered and undergraduate numbered. The overall grade point average is based on all coursework taken at Florida Tech while enrolled as a graduate student.

A cumulative grade point average below 3.0 or two failing grades (D, F, or U) at any stage of the doctoral program will result in the student’s dismissal.

After at least 15 semester credit hours of graduate semester credit earned at Florida Tech, a program grade point average of less than 3.2 but at least 3.0 will result in probation. If the program grade point average of 3.2 is not attained upon completion of the probationary semester, the Graduate Council dean of the graduate school will consider dismissal of the student.

Students are expected to conform to codes of ethics and conduct established by professionals in their fields; breaches of such codes may result in dismissal.

If a student fails to maintain satisfactory progress in coursework and/or research, as determined by a majority of the graduate faculty of the student’s major academic unit, they may recommend dismissal regardless of grade point average. In such cases, concurrence of the Graduate Council appropriate college dean and dean of the graduate school is are required.

A student must receive written notification of dismissal.

Reinstatement Appeals (Rev. 2/20/14)

(Graduate Policy 2.9.1)

An academic dismissal may be appealed at any time for educationally sound reasons. A letter of appeal requesting reinstatement should be submitted to the director of graduate programs. The student will be allowed to continue attending classes pending Graduate Council action on the appeal. If the appeal is denied, or if no appeal is submitted within the time period specified in the dismissal letter, the student’s registration will be canceled and further class attendance will not be permitted. Appellants must present relevant information. The academic unit head writes a recommendation to reinstate or deny reinstatement and forwards the appeal and recommendation to the dean of the appellant’s college for a decision. Appellants will not be permitted to register for or attend classes until after a favorable decision about the appeal has been made.
**Academic Dismissal for Psy.D. Students (Rev. 2/20/14)**

(Graduate Policy 3.6)

An overall grade point average less than 3.2, but at least 3.0 will result in probation; if the grade point average of 3.2 is not attained upon the completion of the probationary semester, the **Graduate Council dean of the graduate school** will consider dismissal of the student.

Dismissal will also result under any of the following circumstances:

1. The student achieves an overall grade point average below 3.0 at any stage of the doctoral program.
2. The student earns two grades of D, F or U during the pre-internship component of the program.
3. The student earns an unsatisfactory grade for one semester (nine semester credit hours) of internship.
4. The student is not admitted to doctoral candidacy. (See graduate policy “Admission to Doctoral Candidacy, Psy.D. Students”).

Dismissal may also result under any of the following circumstances:

1. The student fails to abide by the **Ethical Principles of Psychologists and Code of Ethics of the American Psychological Association**.
2. The presence of the student hampers the academic efforts of other students.
3. The student fails to maintain satisfactory progress in coursework and/or research. In this case, the graduate faculty of the School of Psychology may recommend dismissal regardless of grade point average. Concurrence of the **Graduate Council college dean and dean of the graduate school** is required.
4. The student violates the legal or ethical standards of the university. Such conduct may result in mandatory withdrawal from all classes and denial of permission to register in future terms, for either a definite or indefinite period of time. Examples of misconduct that could result in these actions include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the university or forging, altering or misusing university documents or academic credentials.
5. The student fails to demonstrate adequately those personal and interpersonal skills and attributes deemed suitable for the profession. These skills and attributes include, but are not limited to, the criteria used by the program in its formal student reviews and the professional values delineated in the School of Psychology **Graduate Student Handbook**.

A student must receive written notification of dismissal. The student will have the right to appeal the dismissal as directed in the dismissal letter, stating the basis for the appeal. Transcripts of dismissed doctoral students will be annotated as follows:
1. The statement “not admitted to candidacy for academic reasons” will be used on the transcript of pre-candidacy dismissals.
2. The statement “removed from candidacy for academic reasons” or “removed from candidacy for reasons of misconduct” will be used for dismissed doctoral candidates.