MINUTES
Graduate Council
March 22, 2018

Present: Ex officio: M. Gallo (Chair), R. Bonhomme
Voting Members: W. Allen, G. Anagnostopulos, C. Bostater, D. Carroll, D. Carstens,
N. Daher (via phone), J. Dshalalow, H. Edwards, V. Follette (non-voting)
for L. Steelman, K. Hamed, H. Heck, P. Jennings, M. Kaya (non-voting) for
C. Bashur, Y. Liao, J. Martinez-Diaz, E. Perez, J. Perez, Y. Sharaf-Eldeen,
A. Stephane, B. Webster
Guests: M. Baloga, E. Fox, C. Johnston, V. Knerly, R. Sippel

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

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo announced that he would be working from a restructured agenda; Dr. Nick
Daher was present via telephone representing the Department of Extended Studies; and
Dr. Follette, Clinical Psychology Program Chair, was present for Dr. Steelman representing the
School of Psychology.

2) MINUTES OF THE FEBRUARY 2018 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the February 15, 2018 meeting were unanimously approved on a motion by
Dr. Hamed and a second by Dr. E. Perez.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne advised that subsequent to the February 2018 Graduate Council meeting, Dr. Baloga
notified the Office of Graduate Programs (OGP) that she did approve the Graduate Certificate Program
in Commercial Space Systems and the MS degree program in Oceanography for publishing in the
2018-2019 University Catalog. The Graduate Certificate program will be offered in the summer of
2019 which is part of the 2018-2019 catalog.

Dr. Layne reported that following the February 2018 Graduate Council meeting, Liz Fox,
Catalog and Curriculum Director, noticed a discrepancy between the number of credit hours required for
the Oceanography MS degree program thesis and nonthesis options. Both options needed to have the
same number of credit hours required for graduation. Dr. Layne thanked the coordination efforts of
Drs. Kevin Johnston and Mark Archambault, to resolve this by adjusting the nonthesis option to 30
required credits to match the thesis option.
Dr. Layne announced the last day to successfully defend a thesis or dissertation or pass a final program examination for spring 2018 graduation is **Monday, April 23**. She said the OGP staff has noticed few defense announcements submitted thus far. The last day for OGP to accept theses or dissertations is **Monday, April 30**. OGP generally has more than 100 students on the graduation list who need to submit their theses or dissertations. Dr. Layne asked all present to help in communicating this critical deadline information.

4) **ADDRESS COUNCIL MEMBERS – Dr. Monica Baloga**

**Committee on Standards to Review Graduate Policy 4.2 Graduate Council**

Dr. Baloga, Senior Vice President for Academics and Provost, addressed Council about Graduate Council membership relative to unification of the College of Engineering and Computing and the College of Science into the College of Engineering and Science. She said these faculty-driven committees are populated in accordance to academic unit or program. She reported that earlier in the year she met with Undergraduate Curriculum Committee Chair (Dr. Archambault), Graduate Council Chair (Dr. Gallo), Faculty Senate President (Dr. Baarmand) and Dr. Raymond Bonhomme to discuss what membership would look like. She referred to the sample structure of Graduate Council on the reverse side of the restructured agenda and said membership is now composed by academic unit.

Dr. Gallo said Graduate Council membership is guided by **Graduate Policy 4.2.1**. The academic units of the university are represented by one member from each academic unit offering graduate programs. If policy remains status quo, the sample structure on the agenda will be what membership will look like for the 2018-2019 academic year (i.e., voting memberships would go from 20 to 12).

Discussion ensued about the future structure of Graduate Council representation. Dr. Hamed asked if representation could be proportionate to the number of faculty in each academic unit. In response to the question of whether the definition of academic unit is defined in graduate policy, Dr. Layne replied that is not. Dr. Baloga said the university looked at what has been in practice with the system without a definition. Dr. Jennings said approximately in the early 2000’s he thought that a unit was defined as a division versus a department. Dr. Baloga said she did not know what graduate policy stated at the time and what parameters were permitted.

Dr. Gallo said the term academic unit is used as a generic term to describe entities. Dr. Layne added that the Master’s section of Graduate Policy includes the word “academic unit” many times throughout policy and has been operationally used as a component of our policies.

Dr. Gallo suggested that the Committee on Standards might like to review Graduate Policy. If not, then Graduate Council voting membership would change for Academic Year 2018-2019 in compliance with current policy.

Dr. Martinez-Diaz suggested that we look at what the advantages of establishing membership at 12 voting members would be from a functional perspective. He asked what problem we are trying to solve. Dr. Hamed said that it would be advantageous for the combined DEIS and Mathematics to continue representation from both entities due to differing program areas. Dr. Martinez-Diaz provided the example of Industrial/Organizational Psychology versus Clinical Psychology – both very different
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but currently represented by one School of Psychology representative who speaks for both (entities).

Dr. Edwards said, if we start opening up this issue, we would need to look at existing units that are not impacted by the merger yet include programs that are disparate. Dr. Hamed suggested representation as done as in Faculty Senate. Dr. Allen said it would be tough to have four completely different disciplines with twelve programs and one representative. Dr. Heck emphasized that because Graduate Council meetings are not closed, faculty can still attend and present their case.

Dr. Allen said with fewer members, there will be fewer numbers to vote and that presents a challenge to meeting quorum. Dr. Edwards asked if this is something that can be changed as she is in favor of substitute representatives being able to vote. Dr. Gallo said that Robert’s Rules of Order are used to give structure to the meetings; however, we can be more informal with our meetings. Drs. Carroll and Carstens supported the idea of allowing substitute representatives to vote at Graduate Council meetings.

Dr. Daher said ESD has 15 programs that are offered only at the extended campus sites and not main campus. Dr. Baloga emphasized that the College of Business owns only MBA programs and the DBA program. ESD academically has control of the other Master’s programs, has site directors, and curriculum managers. Dr. Layne advised that there are approximately 97 Master’s degree programs and 26 Doctoral programs at Florida Tech.

Dr. Stephane asked if there is any issue with continuing to have 20 representatives. Dr. E. Perez said if we do nothing (no policy revision), we would default to 12 representatives and asked what we need to do to move forward. Dr. Gallo said a motion and second is needed for Committee on Standards to look at Graduate Policy 4.2 Graduate Council in regards to Graduate Council representation. Dr. Jennings asked if Committee on Standards would lose a member. Dr. Gallo responded if nothing is done, the College of Science representative (Dr. Carroll) and College of Engineering & Computing representative (Dr. Jennings) would merge representation on the Committee on Standards.

Dr. Baloga said that she would like all to focus on something fair, balanced, representative, and to come to an agreement.

Dr. Sharaf-Eldeen suggested to revise graduate policy to include units and programs, taking the numbers into account. Dr. Edwards recognized the complexity of the issue because the School of Arts and Communication UGCC representation has a huge impact on curriculum with forty faculty members; however, Graduate Council has a different function from UGCC.

Dr. Kaya suggested to keep focusing on the merger and to extend this conversation over extended meetings. Dr. Jennings suggested that this could be done next year to revise policy if we do not like how it works. Dr. Martinez-Diaz suggested to maybe let’s see how it goes. Dr. Sharaf-Eldeen said it may not work as efficiently because we are such a diverse school.

Dr. Jennings moved to create an ad hoc committee to address this over the summer, expanding the committee on standards group. Dr. E. Perez said, we want all to be represented.

Dr. Bostater pointed out that each of us now represents our academic unit. When the merger occurs, we would be representing a larger department, doing the job of representing the new academic department and the multiple programs available. Dr. Heck added that Dr. Bostater is an excellent example of this now and has no problem with it. Dr. Bostater said he thinks this could work if we change our mindset.

Dr. Gallo reminded all present that there is one more meeting in April and if someone wants
Committee on Standards to look at this, please submit a memo to Committee on Standards requesting review. Dr. Layne added that proposals and rationales are also welcome for submission.

Because discussion continued, Dr. Gallo called for a motion and second for Committee on Standards to review Graduate Policy 4.2 Graduate Council. On a motion by E. Perez and a second by Dr. Carstens, the request for Committee on Standards to review Graduate Policy 4.2 Graduate Council was approved with 16 votes in favor and two opposed.

5) INFORMATION ITEM – Editorial Updates to PsyD Program Graduate Policies 3.1, 3.2, and 3.2.4

Request is made by Office of Graduate Programs and School of Psychology to inform Graduate Council regarding editorial updates to PsyD Program Graduate Policies 3.1, 3.2, and 3.2.4.

Dr. Layne reminded all that the Clinical Psychology PsyD program has a separate set of graduate policies. She said that when the School of Psychology submitted changes for the 2018-2019 University Catalog, Ms. Fox reached out to Drs. Layne and Gallo to ensure that the requested changes were in compliance with Graduate Policy. She advised that the specifics have been voted on and approved by Graduate Council in past meetings but the policy did not catch up to that until this point. She reassured all that there have not been any new policy changes that Graduate Council has not approved. [The revised wording (presented in bold underline font and strikethrough) is presented on page 5-6 of these minutes].

6) ANNOUNCEMENTS

Dr. Gallo announced that the next Graduate Council meeting is April 19, 2018, and the submission deadline for materials is April 5, 2018.

With no further business, the meeting adjourned at 1:53 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs
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Graduate Policy Editorial Updates – PsyD Degree Policies:

Graduate Policy 3.1 Admission to Doctoral Study, PsyD Students
“...All application materials must be received by January 45. Applications cannot be acted upon until all required materials have been received. Each applicant must submit:

1. The fully completed application form, together with the application fee
2. The School of Psychology's Supplemental Application form
3. A résumé of professional experience
4. Official undergraduate and graduate transcripts, mailed directly from the degree-granting institution(s)
5. Three letters of recommendation, to be mailed directly by the writers
6. A statement of professional career objectives
7. Graduate Record Examination results (the General Test is required, and the Psychology Subject Test is recommended—are required)....”

Graduate Policy 3.2 Degree Requirements, PsyD Programs
To receive the doctoral degree, the candidate must have been a matriculated student at the school for a minimum of four calendar years, determined by the date of first registration.
Other requirements include:

1. A minimum of 123 semester credit hours beyond the bachelor’s degree. (For a student entering with a master’s degree or post-baccalaureate courses, see graduate policy “Transfer Credit”).
2. A minimum of four years in full-time residency: eight semesters and three summer terms. Full-time status is defined as nine or more semester credit hours.
3. Admission to doctoral candidacy. (see graduate policy “Admission to Degree Doctoral Candidacy”)
4. Written comprehensive examination. During the summer after the third year of study, all students are required to take and pass a written comprehensive examination. The examination will be conducted on campus and will cover the core academic and clinical areas of psychology.
5. Completion of the doctoral research project. A minimum of 12 semester credit hours of doctoral research project PSY 6998 is required.
6. Internship. Two thousand clock hours of supervised experience under an approved doctoral-level psychologist in an approved internship setting. The internship must be full-time for one year or half-time for two years. The student’s internship performance is evaluated in each term of registration, and grades of S (Satisfactory) or U (Unsatisfactory) are assigned. These grades do not affect the student’s grade point average.
Graduate Policy 3.2.4 Admission to Doctoral Candidacy

Admission to candidacy will depend upon the successful completion of the following four components by the end of the fall semester preceding the internship year:

1. Passing the CPE
2. Passing the second year student review
3. Maintaining satisfactory academic performance (see graduate policy “Academic Dismissal for Psy.D. Students”). **An overall grade point average of a minimum of 3.2 is required for admission to candidacy.**
4. Passing the written comprehensive examination