MINUTES
Graduate Council
November 15, 2018

Present: Ex officio: M. Gallo, R. Bonhomme

Voting Members: W. Allen, C. Bashur, C. Bostater, D. Carstens, N. Daher (via phone),
H. Edwards, V. Follette, T. Kiguradze, J. Martinez-Diaz, E. Perez, J. Perez,
B. Webster (alternate for Y. Sharaf-Eldeen)

Guests: E. Fox, N. Jankowski, C. Johnston, N. Weatherly, D. Wilder

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

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo reminded everyone that Dr. Nick Daher was present via telephone representing
Extended Studies and that Dr. Webster was present as the designated alternate for Dr. Sharaf–
Eldeen representing Mechanical and Civil Engineering.

He said he would be working from a restructured agenda and announced the November
Committee on Standards minutes and a new pg. 76 were provided to all present for review.

2) MINUTES OF THE OCTOBER 2018 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the October 18, 2018 meeting were unanimously approved on a motion by
Dr. E. Perez and a second by Dr. Bashur, including one abstention.

3) CHANGING GRADUATION REQUIREMENTS – MS Aviation Human Factors

Unanimously Approved

Request is made by College of Aeronautics to change graduation requirements for its MS
program in Aviation Human Factors (thesis and nonthesis options).

Dr. Gallo said the request is to change the graduation requirements for the MS in Aviation
Human Factors by replacing AHF 5991 Sensation and Perception as a core course with AHF
5201 Human Performance 1 for both the thesis and nonthesis options; and replacing AVS 5208
Advanced Aviation Safety Research as a core course with AHF 5202 Human Performance 2 as a
capstone course for the nonthesis option.

On a motion by Dr. Carstens and a second by Dr. Martinez-Diaz, the request made by
College of Aeronautics to change graduation requirements for its MS program in Aviation Human
Factors (thesis and nonthesis options) was unanimously approved.

4) CHANGING GRADUATION REQUIREMENTS – MS in Applied Behavior Analysis, MS in
Organizational Behavior Management, and MS in Applied Behavior Analysis and
Organizational Behavior Management

All Requests Unanimously Approved

Request is made by the School of Behavior Analysis to change graduation requirements for three MS programs: Applied Behavior Analysis (8147), Organizational Behavior Management (8149), and Applied Behavior Analysis and Organizational Behavior Management (8148) and to add nine new graduate courses BEH 5107 Advanced Concepts and Principles of Behavior Analysis, BEH 5108 Developing and Strengthening New Behavior, BEH 5261 Concentrated Supervised Fieldwork 1, BEH 5262 Concentrated Supervised Fieldwork 2, BEH 5263 Concentrated Supervised Fieldwork 3, BEH 5402 Behavior Systems Analysis, BEH 5403 Training and Development, BEH 5404 Industrial and Clinical Safety, BEH 5901 Graduate Research in Behavior Analysis.

Dr. Gallo addressed the new proposed courses first and noted that these nine new courses eventually will be discontinued, and Liz Fox, Manager of Catalog and Curriculum, will add them to the deactivated course list for Graduate Council review. Since there were no objections, Dr. Gallo presented all nine courses collectively.

On a motion by Dr. Bashur and a second by Dr. E. Perez, the request made by School of Behavior Analysis to add nine new graduate courses was unanimously approved.

Dr. Gallo then presented the proposed changes to the MS program in Applied Behavior Analysis (8147), which involved restructuring the curriculum to be commensurate with the recently-announced changes by the Behavior Analyst Certification Board (BACB) for students seeking the Board Certified Behavior Analyst credential. This restructuring consists of replacing current courses with a set of new or existing courses. The new courses include those Council just approved. The program will remain at 44 credit hours.

He asked Council to also note during the first year of the transition, and at the discretion of the department head, students may pursue either the new set of courses BEH 5261, 5262, and 5263, or may continue with the current requirement, which includes BEH 5251 plus a 3-hour restricted elective.

Dr. Martinez- Díaz explained that every five years there are new occupational analyses of tasks that need to be mastered. This request ensures that the courses cover the tasks, address basic principles, measurements are covered and supervision requirements are met. He added that he has BACB approval to teach the older courses for one more year during this transition.

On a motion by Dr. Edwards and a second by Dr. Carstens, the request made by School of Behavior Analysis to change graduation requirements for the MS program in Applied Behavior Analysis (8147) was unanimously approved.

Dr. Gallo then presented the request to change graduation requirements for the MS in Organizational Behavior Management (8149). Proposed changes involve restructuring the curriculum so that the program is more compatible with Board Certified Behavior Analyst certification. This restructuring consists of replacing current courses with a set of new or existing courses. The new courses include those Council just approved. The program will remain at 44 credit hours.

Dr. Gallo said similar to the previous program, during the first year of the transition, and at the discretion of the department head, students may pursue either the new set of courses BEH
5261, 5262, and 5263, or may continue with the current requirement, which includes BEH 5251 plus a 3-hour restricted elective.

In response to Dr. E. Perez’ question, Dr. Martinez-Diaz said BUS 5601 was made optional for academic reasons. Although students can still take it, it would be an elective.

On a motion by Dr. Follette and a second by Dr. Bostater, the request made by School of Behavior Analysis to change graduation requirements for the MS program in Organizational Behavior Management (8149) was unanimously approved.

Dr. Gallo introduced the third program, the MS in Applied Behavior Analysis & Organizational Behavior Management (8148). Proposed changes involve restructuring the curriculum so that the program reflects the changes proposed to the previous two programs. This restructuring consists of replacing current courses with a set of new or existing courses. The new courses include those Council just approved. The program will remain at 50 credit hours.

Similarly to the two previous programs, during the first year of the transition, and at the discretion of the department head, students may pursue either the new set of courses BEH 5261, 5262, and 5263, or may continue with the current requirement, which includes BEH 5251 plus a 3-hour restricted elective.

On a motion by Dr. E. Perez and a second by Dr. Bostater, the request made by School of Behavior Analysis to change graduation requirements for the MS program in Applied Behavior Analysis and Organizational Behavior Management (8148) was unanimously approved.

After the vote, Dr. Martinez-Diaz asked if the phased-out courses need to be brought back to Council for discussion. Ms. Fox said existing courses that appear or disappear from a program will be included on the yearly list of deactivated courses.

5) GRADUATE POLICY REVISION/ COMMITTEE ON STANDARDS REPORT

Unanimously Approved

Dr. Gallo introduced the next agenda category, the Committee on Standards report relative to the proposed recommended revisions and editorial updates to several graduate policies. He said with respect to the proposed revisions, the policies impacted are Graduate Policy 1.2 Classification of Master’s and Specialist Degree Students, Graduate Policy 2.1 Admission to Doctoral Study, and Graduate Policy 3.1 Admission to Doctoral Study, Psy.D. Students.

He stated the Committee on Standards reviewed the proposed revisions to these policies and the corresponding minutes of that current meeting were attached to today’s handout material. The Committee on Standards was unanimous in its recommendation that the three graduate policies cited be revised to reflect a change in minimum GPA requirements for admission to master’s, doctoral, and PsyD programs. Because the recommendation from the Committee on Standards was unanimous, this agenda item came to Council as a motion and second.

Dr. Heidi Edwards summarized discussion from the November 8, 2018 Committee on Standards (CoS) meeting. She reported that the proposed revisions allow an applicant’s GPA as a whole or the last 60 semester credit hours to be considered during the admissions decision-making process. She said this is an opportunity to admit a master’s degree applicant as a regular student (rather than as a provisional student). She said this method of consideration will help to make a decision when reviewing applicants.
Dr. Bonhomme added that the evaluator may be able to tell if a student had a difficult first semester (freshman year) and may work backwards to calculate GPA. He said that using the last 60 semester credit hours for deliberation allows latitude. Dr. J. Perez added that there are times when undergraduate students struggle with courses outside of their major. Dr. Daher said the proposed policy revision allows leeway and that the provisional part of the policy does not go away. Dr. E. Perez said at the present time if the undergraduate GPA is less than 3.0, the software forces the provisional option and labels the student as such.

On a motion and second made by the Committee on Standards, the recommendation made by the Committee on Standards to revise Graduate Policies 1.2, 2.1, and 3.1 was unanimously approved. [The revised policy language (presented in bold underline font and strikethrough) is presented on pages 5-6 of these minutes].

6) INFORMATION ITEM

Dr. Layne informed Council of editorial updates to Graduate Policy 1.9 Undergraduate Courses for Graduate Credit and Graduate Policy 2.2.2 PhD/DBA/AvD Course Requirements. She said these updates were reviewed by the Committee on Standards and are improvements to ensure graduate-level rigor in graduate programs. Dr. Layne said there was a need to reflect current practice, making what we are doing transparent. The updated language clarifies that a student can apply undergraduate courses toward a graduate degree only when such courses are taken by the student while enrolled in the graduate program (as already stated in the catalog), which would make it necessary to submit the required permission form and do the advanced academic work. The updated language underscores the fact that courses taken by undergraduate students cannot be applied to any graduate program. [The updated policy language (presented in bold underline font and strikethrough) is presented on pages 7-8 of these minutes].

In response to Dr. Kiguradze’s question concerning bi-level courses, Dr. Layne cautioned that a graduate student must take the 5000-level course and clarified (per Graduate Policy 4.5.3) all bi-level course must ensure there is a clear distinction in the syllabus between course requirements for the undergraduate students and the requirements for graduate students.

7) ANNOUNCEMENTS

Dr. Gallo announced that the next Graduate Council meeting is January 17, 2019, and the submission deadline for materials is January 3, 2019.

He asked Council to please be aware that Liz Fox, Manager of Catalog and Curriculum, has advised that the January 2019 meeting is the deadline for submission of materials for the 2019–2020 university catalog.

Lastly, Dr. Gallo everyone a safe and happy Thanksgiving as well as a peaceful and relaxing semester break.

With no further business, the meeting adjourned at 1:54 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs
Graduate Council Meeting  
November 15, 2018
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Revisions Approved by Graduate Council (11/15/18)

Current Policy [with recommended revisions in strike-through and underline]

Classification of Master’s and Specialist Degree Students  
(Graduate Policy 1.2)

Assignment to one of the following classifications is made at the time of admission.

Regular Student: A student whose undergraduate GPA is 3.0 or greater out of a possible 4.0 and who meets all other criteria for admission to a particular program is classified as a regular student—who has earned a minimum grade point average of 3.0 on a 4.0 scale in all coursework applied to the most recent undergraduate degree earned, or a minimum grade point average of 3.0 on a 4.0 scale in the final 60 semester credit hours of coursework applied to the most recent undergraduate degree earned. Individual academic units may have higher minimum standards.

Provisional Student: A student who does not meet the above criteria and has no more than six deficiency courses can be classified as a provisional student.

Special Student: Special student classifications exist at both the undergraduate and graduate levels and are used for students who, for various reasons, are not enrolled in degree-seeking programs. Specific instances include:

1. a student taking coursework for credit to apply at another institution;
2. a student taking courses to fill specific professional or vocational needs; or
3. a prospective graduate student with generally acceptable undergraduate achievements but with subject matter deficiencies (usually as a result of changing fields) that, in the judgment of the academic unit, preclude immediate acceptance into the degree program.

In the last-mentioned case, the student will normally have the option of pursuing an undergraduate degree in the desired discipline or making up the deficiencies while enrolled as a special student. The student will then be considered for admission to the appropriate graduate degree program once sufficient additional work has been done to form an adequate basis for a decision by the academic unit.

The customary classification of special students will be as undergraduate students, regardless of the existence of previous bachelor’s degrees. A student may, however, be classified as a special graduate student. In such a case, designation and continuation of graduate student status will be at the discretion of the cognizant academic unit, or the director of graduate programs in the case of students who are not seeking eventual admission to a graduate degree program.

Admission to Doctoral Study (Ph.D., D.B.A., Av.D.)  
(Graduate Policy 2.1)

Admission to doctoral study is granted to a limited number of applicants. The successful applicant will have received a bachelor’s or master’s degree from an accredited institution, in a program that provides suitable preparation for doctoral-level studies in the applicant’s field. The academic records of the applicant must indicate probable success in the desired program. As a general rule, an applicant who does not have a graduate degree must have earned a minimum grade point average of 3.0 (based on A = 4.0) on a 4.0 scale in all coursework applied to the most recent undergraduate degree earned, or have earned a minimum grade point average of 3.0 on a 4.0 scale in the last 60 semester credit hours of coursework applied to the most recent undergraduate degree earned. An applicant with a graduate degree must have earned a minimum grade point average of 3.2 (based on A = 4.0) on a 4.0 scale in all coursework applied to the most recent graduate degree earned. Individual academic units may have higher minimum standards. Only in unusual cases, where clear and substantive evidence justifies such action, will students be admitted who do not meet these standards.

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Admission to Doctoral Study, Psy.D. Students
(Graduate Policy 3.1)

Admission to doctoral study is granted to a limited number of applicants. An applicant who does not have a graduate degree must have earned a minimum grade point average of 3.0 on a 4.0 scale in all coursework applied to the most recent undergraduate degree earned, or have earned a minimum grade point average of 3.0 on a 4.0 scale in the last 60 semester credit hours of coursework applied to the most recent undergraduate degree earned. An applicant with a graduate degree must have earned a minimum grade point average of 3.2 on a 4.0 scale in all coursework applied to the most recent graduate degree earned. Only in unusual cases, where clear and substantive evidence justifies such action, will students be admitted who do not meet these standards.

The successful applicant must possess a bachelor’s degree from an accredited institution of higher learning. Although it is not necessary for the major area to have been psychology, it is expected that at least 18 semester credit hours of coursework in psychology will have been included. A student without an undergraduate background in statistics, personality theory, abnormal psychology, learning, physiological psychology and social psychology will be required to take these courses at the undergraduate level before registering for the graduate-level courses.

These undergraduate courses will not be applied toward the minimum credit required for graduate degrees. All application materials must be received by January 1. 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 and the Psychology Subject Test are required).

Attendance at the scheduled interview day is recommended but not required. Acceptance requires a recommendation by the director of clinical training of the School of Psychology, based on an evaluation by the admissions committee. Each admissions committee will include at least three members of the graduate faculty from the School of Psychology.

Accepted students must sign a statement that the student will comply with the professional conduct requirements of the School of Psychology. Students who do not sign the statement will not be allowed to register for classes.
Undergraduate Courses for Graduate Credit

(Graduate Policy 1.9)

With the approval of the academic unit head, a graduate student enrolled in a graduate program may apply a maximum of six (6) semester hours of undergraduate credits taken at Florida Tech while enrolled as a graduate student (unless a specific articulation agreement exists to the contrary) (provided that graduate rigor is documented) toward partial fulfillment of the requirements for a master's degree as follows:

- 4000-level courses in the student's major field of study
- 3000 and 4000 level courses in other than the student's major field of study

In the instance of four-hour 4000-level courses, a maximum of two such courses (for a maximum of eight semester hours) may be applied to the graduate program in lieu of the six semester hours mentioned above.

The proper usage of these courses is to enrich the master's program, not dilute it. Undergraduate courses taken as an undergraduate student (even if not applied to the undergraduate degree) cannot be applied to any graduate degree at Florida Tech. Requirements in courses not exclusively 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.*

Courses that are considered deficiencies in a student's prior education cannot be used in fulfilling the requirements for a master's degree; they should be identified on the program plan as deficiencies and taken above and beyond the requirements for the master's degree and do not count in any graduate GPA. It is up to each academic unit to develop a list of courses that the faculty agree represents the basic essentials for entry into each graduate degree program or option offered by the academic unit. Courses on this list should be designated as deficiencies any time a student has not taken comparable courses.

*Consistent with accreditation requirements of SACSCOC Standard 9.6 (Resource Manual, 2018).
Editorial Updates Reviewed by Graduate Council (11/15/18)

Graduate Policies – PhD Policies
PhD/ DBA /AvD Course Requirements
Credit Hour Requirements Effective Fall 2009 (Applicable to students who began Fall 2006 or later)

(Graduate Policy 2.2.2)

Although the doctoral degrees are awarded primarily on the basis of creative accomplishment rather than the accumulation of a specified number of semester credit hours, there are standards regarding the minimum number of semester credit hours that must be successfully completed by all doctoral students, as noted below. Specific programs may require more than any "at least" figure cited.

1. **Total Credit Hours**: At least 72 semester credit hours beyond the bachelor's degree (herein called the "72-hour program") or, at the department's discretion, at least 42 hours beyond an applicable master's degree (herein called the "42-hour program") must be completed.

2. **Coursework (Formal)**: At least 18 semester credit hours for the 72-hour program or at least 12 semester credit hours for the 42-hour program of formal courses (i.e., any classroom-based course or equivalent in which grades of A, B, C, D, or F are given).
   - At least 12 semester credit hours must be taken at Florida Tech that have never applied to a Florida Tech degree; and
   - Up to six semester credit hours of 4000-level undergraduate courses, with academic unit approval, may be taken while enrolled as a graduate student at Florida Tech, provided that graduate rigor is documented. Requirements in courses not exclusively 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.*

3. **Coursework (Non-Formal/Non-Dissertation)**: Up to 36 semester credit hours for the 72-hour program or up to 12 semester credit hours for the 42-hour program of non-formal/non-dissertation courses (i.e., seminars, practica, internships, laboratory and field experiences, preparatory research courses, independent study, special projects/topics, and colloquia in which grades of Pass/Fail or Satisfactory/Unsatisfactory are given).

4. **Dissertation/Supervised Research Coursework**: At least 18 semester credit hours of dissertation (XXX 6999) as well as supervised research coursework such as XXX 6095, CSE 6990, CVE 6991, MTH 6050, OCE/OCN 6993, PHY/SPS 6090 and PSY 6198:
   - All dissertation hours applicable to the degree must be taken at Florida Tech; and
   - At least 15 semester credit hours of dissertation (XXX 6999) must be taken beginning with the term in which a student is admitted to candidacy.

5. **Transfer Credit**: Credit earned for courses taken in fulfillment of the requirements of a master's degree, either at Florida Tech or elsewhere, may be used in meeting the 72 or 42 semester credit hour minimum requirement (other than for the 12 hours of formal coursework required to be taken at Florida Tech previously indicated above, subject to the restrictions stated above, and provided that the courses are directly applicable to the field of the doctoral degrees. A student should expect to take a significant amount of either formal or non-formal/non-dissertation coursework (or a combination of the two) at a more advanced level, even if master's degrees in more than one field have been earned.

*Consistent with accreditation requirements of SACSCOC Standard 9.6 (Resource Manual, 2018).