MINUTES
Graduate Council
November 21, 2019

Present: Ex officio: M. Gallo
Voting Members: W. Allen, C. Bashur, C. Bostater, D. Carstens, H. Edwards, V. Follette,
T. Kiguradze, J. Martinez-Diaz, E. Perez, J. Perez, B. Webster

Guests: A. Bleakley, G. Burns, J. Du, E. Fox, C. Johnston, K. Myers-Kemp,
M. Ruane

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

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo remarked that there were no substitutes at today’s meeting and that he would be working from a restructured agenda.

2) MINUTES OF THE OCTOBER 2019 GRADUATE COUNCIL MEETING
Unanimously Approved

The minutes of the October 17, 2019 meeting were unanimously approved on a motion by Dr. Carstens and a second by Dr. Bostater.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne said at the October 10, 2019 Committee on Standards (CoS) meeting, Dr. E. Perez spoke to a concern from a College of Business faculty member regarding Graduate Policy 4.8.2 Satisfactory/Unsatisfactory Grading, specifically, “A U grade has no effect on the grade point average but may affect the granting or renewal of graduate assistantships.” The CoS concurred with Dr. Perez that this policy should also reference the potential for academic dismissal per Graduate Policies 1.11, 2.9, and 3.6.

Dr. Layne provided a handout Graduate Policy 4.8 Grading System for Graduate Students with editorial updates emphasized. She explained the edited policy, “A U grade has no effect on the grade point average but may affect the granting or renewal of graduate assistantships and could result in academic dismissal in some cases.” She added that these are editorial updates made to clarify current policy and to direct readers to other graduate policies that provide more specificity. [The updated language (presented in bold underlined font) is presented on pages 7-8 of these minutes]

4) ADDING A NEW COURSE – ENS 5995 Environmental Science Research, MET 5995 Meteorological Research, and OCN 5995 Oceanography Research - Tabled from October 2019
Unanimously Approved

Request is made by Department of Ocean Engineering and Marine Sciences to add three new courses: ENS 5995 Environmental Science Research, MET 5995 Meteorological Research, and OCN 5995 Oceanography Research.

Dr. Gallo introduced three new research course requests that were tabled from the October 2019 meeting. He reminded council members that as tabled items, they were presented to Graduate Council carrying a motion and second.

Dr. Gallo noted that the new courses were being proposed to coincide with the restructuring of the Marine Biology and Ocean Engineering and Sciences programs within the Department of Ocean Engineering and Marine Sciences. The intent is to make all three courses equivalent to BIO 5995 Biological Research, a variable 3- to 9-credit-hour research course for biology graduate students. Thus, ENS 5995 will be for environmental science graduate students, MET 5995 will be for meteorology graduate students, and OCN 5995 will be for oceanography graduate students. The issue from the October meeting was that these new course requests lacked sample syllabi. This has been reconciled and sample syllabi for courses ENS 5995, MET 5995, and OCN 5995 were provided in the November 2019 Graduate Council Meeting packet materials.

Dr. Gallo said although the issue that resulted in postponing a vote at the October meeting has been resolved, four additional concerns emerged during the interim and were resolved this morning via correspondence with Dr. Lazarus. First, BIO 5995 (the template for the three proposed courses), is a full-load course. As a result, the three proposed courses also will be full-load courses. Second, BIO 5995 was created before the university defined a credit hour. Today the university defines in the catalog a credit hour for various types of courses. Based on their description, the proposed new courses are considered supervised research. Dr. Gallo read the following from the catalog: Supervised research is designated as one credit or three credits only. A traditional one-credit research experience is defined as 180 to 240 minutes per week of research-related activity. A traditional three-credit experience is defined as 540 to 720 minutes per week of research-related activity, plus an end-of-the-semester project deliverable. As reflected on the administrative forms, the proposed new courses are to be 3-credit courses, and each course has an end-of-semester project deliverable. However, the number of class hours shows 45 hours per semester. To be commensurate with current university policy, this must be 135 hours per semester, which equates to 9 hours per week. Third, BIO 5995 is a variable 3- to 9-credit-hour research course. If the proposed three new courses are to be equivalent to BIO 5995, they should be variable 3- to 9-credit-hour courses as well. However, because university policy restricts supervised research courses to be 1- or 3-credit courses, Dr. Lazarus agreed to request these as 3-credit hour courses rather than variable 3- to 9-credit-hour courses. Lastly, the corresponding course syllabi will not list any prerequisites.

Because there were no objections, and because all three proposed courses were essentially the same except for the course number and targeted students, Dr. Gallo presented the three courses together, which opened the floor for discussion.

Ms. Fox advised of a recent modification to the Adding a New Course to the Curriculum form. At the top of the form, a box labeled “Research Hours” has since been added.

The request made by Department of Ocean Engineering and Marine Sciences to add three new courses: ENS 5995 Environmental Science Research, MET 5995 Meteorological Research, and OCN 5995 Oceanography Research with added curriculum modifications was unanimously approved.
*Please note that at this point in the meeting, Dr. Carstens assisted Dr. Gallo in Graduate Council Chairing duties, so he could rest his voice.

5) **GRADUATE FACULTY APPOINTMENT – BERTETTA, Gerald**

   Unanimously Approved

   Request is made by Department of Biomedical and Chemical Engineering and Sciences to appoint Mr. Gerald Bertetta to the master’s level of Graduate Faculty.

   Dr. Carstens noted that although Mr. Bertetta is a full-time faculty member at FIT, his rank is Instructor and this is why his appointment request is being presented to Graduate Council. This appointment will allow Mr. Bertetta to serve as the major advisor of a thesis committee as well as be a member of a thesis or dissertation committee in a non-chair capacity.

   A question was raised about future graduate faculty appointments. Dr. Layne referred to Graduate Policy 4.1, gave a brief summary of the requirements and elaborated on the duties of someone appointed to graduate faculty at the master’s level. This raised another concern regarding this person being able to teach master’s level classes, if that person is appointed to the graduate faculty with a master’s degree only, not a terminal degree. Dr. Layne clarified that a request for appointment to graduate faculty permits an individual to serve on thesis and dissertation committees, not teach graduate-level courses. A separate policy, Graduate Policy 4.1.4, provides requirements for Instructors of Graduate Courses.

   On a motion by Dr. Bashur and a second by Dr. Martinez-Diaz, the request made by Department of Biomedical and Chemical Engineering and Sciences to appoint Mr. Gerald Bertetta to the master’s level of Graduate Faculty was unanimously approved.

6) **GRADUATE FACULTY APPOINTMENT – BOWYER, Kevin**

   Unanimously Approved

   Request is made by Department of Computer Engineering and Sciences to appoint Dr. Kevin Bowyer to the master’s level of Graduate Faculty.

   Dr. Carstens noted that because Dr. Bowyer is external to the university, the appointment will be to the master’s level, consistent with council’s practice for appointing external members to the graduate faculty. This appointment allows Dr. Bowyer to serve as the major advisor of a thesis committee as well as be a member of a thesis or dissertation committee in a non-chair capacity.

   On a motion by Dr. Allen and a second by Dr. E. Perez, the request made by Department of Computer Engineering and Sciences to appoint Dr. Kevin Bowyer to the master’s level of Graduate Faculty was unanimously approved.

7) **ADDING A NEW COURSE – CON 5000 Advanced Construction Controls, CON 5001 Advanced Building Electrical and Electronic Systems, CON 5004 Advanced Building Information Modeling (BIM), CON 5005 Advanced Construction Safety, and CON 5006 Advanced Construction Equipment.**

   Unanimously Approved
Request is made by Department of Mechanical and Civil Engineering to add five new courses: **CON 5000 Advanced Construction Controls, CON 5001 Advanced Building Electrical and Electronic Systems, CON 5004 Advanced Building Information Modeling (BIM), CON 5005 Advanced Construction Safety, and CON 5006 Advanced Construction Equipment.** Because there were no objections, Dr. Carstens presented the five courses together, which opened the floor for discussion.

Dr. Ruane raised a concern about a seemingly backdoor procedure being used to create a future MS degree program without APAC approval. As stated in his cover memo, Dr. Bleakley assured those present that the ultimate goal is to create an MS in Construction Management which will include these new courses and others currently under development. He added that the proposed new courses are ideal for MS students in Civil Engineering or those pursuing their MBA. He advised that currently, MS Civil Engineering students need to take undergraduate Civil Engineering courses if they are missing this material from their undergraduate studies.

Dr. Gallo said that the traditional sequence is to have the graduate courses approved first by Graduate Council and then a new graduate program request may follow at a later time. Dr. Layne assured all present that Graduate Council does not and will not bring a request forward without the necessary prior approvals. Dr. Layne added that MS Civil Engineering students routinely take **CON 4000** by submitting a *Permission for Graduate Student to Take an Undergraduate Course* form because no current graduate course counterpart exists. However, approval of these new proposed graduate courses would remedy that situation.

On a motion by Dr. Webster and a second by Dr. E. Perez, the request made by Department of Mechanical and Civil Engineering to add five new courses: **CON 5000 Advanced Construction Controls, CON 5001 Advanced Building Electrical and Electronic Systems, CON 5004 Advanced Building Information Modeling (BIM), CON 5005 Advanced Construction Safety, and CON 5006 Advanced Construction Equipment** was unanimously approved.

8) **ADDING A NEW COURSE – CVE 5011 Advanced Cold Formed Steel Design**

*Unanimously Approved*

Request is made by Department of Mechanical and Civil Engineering to add new course **CVE 5011 Advanced Cold Formed Steel Design.**

Dr. Carstens asked council members to note on the administrative form that the recommendation will reflect background “knowledge” equivalent to **CVE 4013 Steel Structures** and that Dr. Bleakley, Chair of Civil Engineering program, will modify the grading scheme on the sample syllabus to make the categories mutually exclusive.

A question was raised about when, if approved, the course can be first offered. Ms. Fox responded that a course must be published in the *University Catalog* before it can be offered, which in this case is Fall 2020.

On a motion by Dr. Webster and a second by Dr. Martinez-Diaz, the request made by Department of Mechanical and Civil Engineering to add new course **CVE 5011 Advanced Cold Formed Steel Design** was unanimously approved.

9) **ADDING A NEW COURSE – CVE 5018 Modeling of Natural Disasters Risk**
Unanimously Approved

Request is made by Department of Mechanical and Civil Engineering to add new course CVE 5018 Modeling of Natural Disasters Risk.

Dr. Carstens asked council members to note that Dr. Bleakley, Chair of Civil Engineering program, will modify the grading scheme on the sample syllabus to make the categories mutually exclusive.

On a motion by Dr. Webster and a second by Dr. E. Perez, the request made by Department of Mechanical and Civil Engineering to add new course CVE 5018 Modeling of Natural Disasters Risk was unanimously approved.

10) Changing Graduation Requirements –MS Degree Program in Space Sciences

Unanimously Approved

Request is made by Department of Aerospace, Physics, and Space Sciences to change graduation requirements for its MS degree program in Space Sciences by changing the core course requirements list.

Dr. Carstens said the request was to change the graduation requirements for the MS degree program in Space Sciences by permitting students, with advisor recommendation and approval, to replace one of the current core courses—except for MTH 5021—with any of the five currently existing courses listed on p. 60 in the November 2019 Graduate Council packet materials.

On a motion by Dr. J. Perez and a second by Dr. Kiguradze, the request made by Department of Aerospace, Physics, and Space Sciences to change graduation requirements for its MS degree program in Space Sciences by changing the core course requirements list was unanimously approved.

11) Changing Graduation Requirements –MA Degree Program in Behavior Analysis Practice

Unanimously Approved

Request is made by School of Behavior Analysis to change graduation requirements for its MA degree program in Behavior Analysis Practice with respect to BEH 5041 Introduction to Concepts and Principles of Behavior Analysis.

Dr. Carstens said the proposed new requirement is to permit students to substitute BEH 5011 for the required course BEH 5041.

On a motion by Dr. E. Perez and a second by Dr. Edwards, the request made by School of Behavior Analysis to change graduation requirements for its MA degree program in Behavior Analysis Practice with respect to BEH 5041 Introduction to Concepts and Principles of Behavior Analysis was unanimously approved.

12) Changing Graduation Requirements –PhD Degree Program in Applied Mathematics and PhD Degree Program in Operations Research

Unanimously Approved
Request is made by the Department of Mathematical Sciences to change graduation requirements for its PhD degree program in Applied Mathematics and PhD degree program in Operations Research by removing the preliminary examination and NSF style proposal from the graduation requirements for both PhD degree programs.

Dr. Carstens said both requests are identical except they apply to two different programs. The first applies to the PhD program in Applied Mathematics and the second applies to the PhD program in Operations Research.

Dr. Carstens stated that the request is twofold. The first is to remove the preliminary exam, which students must pass within their first year of study and prior to the comprehensive examination. The purpose of this exam was to identify early in the program students who were not ready for PhD work. The second is to eliminate the requirement for students to prepare an NSF style proposal. Although a proposal would still be required, it would not need to be NSF style.

Because both requests were identical to both degree programs and given no objections, Dr. Carstens presented both programs together. She advised that the catalog information provided for the PhD in Applied Mathematics and for the PhD in Operations Research, intermixes graduate policy with the program description, and in some cases the wording is not in compliance with graduate policy. As a result, the academic unit will work with Ms. Liz Fox, Catalog and Curriculum Manager, to ensure the narrative is consistent with graduate policy and avoids duplicating information that is available elsewhere in the catalog.

A question was raised about how much of the graduate policy language was listed in the proposed catalog descriptions. Ms. Fox said that she uses a link to graduate policy instead of using static language in the catalog descriptions to ensure that links to graduate policy are active, current, and accurate for ease of use and access.

On a motion by Dr. Kiguradze and a second by Dr. E. Perez, the request made by Department of Mathematical Sciences to change graduation requirements for its PhD degree program in Applied Mathematics and PhD degree program in Operations Research by removing the preliminary examination and NSF style proposal from the graduation requirements was unanimously approved.

13) ANNOUNCEMENTS

Dr. Gallo announced that the next Graduate Council meeting is January 23, 2020, and the submission deadline for materials is January 9, 2020.

With no further business, the meeting adjourned at 1:44 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs
Grading System for Graduate Students

POLICY NO: 5315
SUPERCEDES: 3513
SUBMITTED BY: R.G. Layne
PRESENTED TO: Graduate Council

Effective Date Jun 25, 2008 (Editorial Update 11/21/19)

Grading System for Graduate Students

(Graduate Policy 4.8)

Graduate work is evaluated by letter grades, with only grades of A, B, C and P being credited toward graduate degrees. Grades of D, F and U are failing grades in graduate studies. Failed courses must be repeated at the earliest opportunity if they are required courses. An elective course in which a D or F is received must either be repeated or an additional course taken with the approval of the academic unit.

The preceding requirements and limitations apply to required English as a Second Language (ESL) courses as well as academic courses. Any such course that a graduate student is required to take must be passed with a grade of at least C. A higher grade may be required where appropriate (e.g., for teaching assistants) by the dean of the appropriate college or school.

Minimum grade point averages for awarding degrees are given in the following graduate policies: “Academic Probation and Dismissal for Master’s and Specialist Degree Students,” “Grading System and Requirements for Master’s and Specialist Degree Students,” “Academic Probation and Dismissal for Ph.D./D.B.A./Av.D. Students,” “Grading Requirements for Ph.D./D.B.A./Av.D. Students,” “Academic Dismissal for Psy.D. Students,” and “Grading Requirements for Psy.D. Students.”

Pass/Fail Grading

(Graduate Policy 4.8.1)

Pass/Fail grading is used only for informal courses and certain seminar-format courses. Graduate Council approval is required for any course to be offered on a Pass/Fail basis.

When a grade of P is assigned, the semester credit hours appear on the transcript.
A student who fails a Pass/Fail course will receive an F just as in any other course and this will result in a lower grade point average.

**Satisfactory/Unsatisfactory Grading**

(Graduate Policy 4.8.2)

Grades of S (Satisfactory) and U (Unsatisfactory) are similar to grades of P and F except that:

- They carry no credit
- An S grade may be replaced at any later time with a grade of P
- A U grade has no effect on the grade point average but may affect the granting or renewal of graduate assistantships and could result in academic dismissal in some cases.

Use of S/U grades is restricted to the following categories of courses:

- Thesis
- Design Project
- Doctoral Research Project
- Dissertation
- Internship
- Research
- Zero-credit courses

A grade of S need not be replaced, in which case no credit is earned. A grade of U cannot be replaced.

See also graduate policies “**Academic Warning, Probation and Dismissal for Master’s and Specialist Degree Students**,” “Grading System and Requirements for Master’s and Specialist Degree Students,” “**Academic Probation and Dismissal for Ph.D./D.B.A./Av.D. Students**,” “Grading Requirements for Ph.D./D.B.A./Av.D. Students,” “**Academic Dismissal for Psy.D. Students**,” and “Grading Requirements for Psy.D. Students.”