MINUTES
Graduate Council
October 17, 2019

Present: Ex officio: M. Gallo


Guests: D. Batcheldor, G. Burns, E. Fox, C. Johnston, M. Ruane, R. Sippel

The meeting was called to order at 1:04 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 SEPTEMBER 2019 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the September 19, 2019 meeting were unanimously approved on a motion by Dr. Carstens and a second by Dr. J. Perez with 9 votes in favor, including one abstention.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne greeted Council members and directed attention to a provided handout of revised Graduate Policy 1.11 Academic Probation and Dismissal for Master’s and Specialist Degree Students. She said in September 2018 Graduate Council approved removal of the academic suspension component in the academic standing process. She reminded all present that the policy effective date is Fall term 2019-2020 and the first group of students to be affected by the revised policy are the university online students who are completing the Fall 2019 (Term 1).

Dr. Layne said once a master’s student is no longer in academic good standing, failure to meet the required minimum 3.0 term GPA will change the student’s academic standing sequentially through three steps (Academic Warning, Academic Probation and Academic Dismissal). In addition, as has always been the case, there are conditions that will result in immediate academic dismissal such as term or overall GPA < 2.0 at any time or two or more grades of U.

Dr. Layne thanked Dr. Gallo for creating a provided flow chart of the academic standing logic through the three steps. She noted that the flow chart does not reflect impact of U grades which are separately considered through a manual process. Also presented for information purposes, were three sample notification letters that the Office of Graduate Programs sends electronically to students within 24 hours of grade postings at the end of each term.
4) INFORMATION ITEM – Newly Assigned Titles And Major Codes For Assistant Behavior Analyst Certificate, Behavior Analyst Certificate, And Behavior Analysis Practice

Request is made by the School of Behavior Analysis to inform Graduate Council of newly-assigned titles and major codes: Assistant Behavior Analyst Certificate (8036); Behavior Analyst Certificate (8037); and Behavior Analysis Practice MA (8155).

Dr. Gallo advised that Graduate Council approved the curricula for the two certificate programs at the April 2018 meeting, and approved the curriculum for the master’s degree program at the January 2019 meeting. The Academic Programs Assessment Committee (APAC) previously approved the respective assessment components for all three programs. Therefore, this is an information item only and does not require a vote by Council. He said if anyone had any questions or concerns about this item, please see Dr. Martinez-Diaz at the end of today’s meeting.

Dr. Martinez-Diaz added that there may need to be adjustments to the coursework, which may lead to a future Change in Graduation Requirements request to Graduate Council.

5) INFORMATION ITEM – Deactivation of CIS 5225 Advanced Computer Architectures, CIS 5300 Modeling and Simulation, CIS 5310 Legal and Ethical Aspects of Information Systems, and CIS 5511 Enterprise Modeling

Request is made by the Department of Computer Engineering and Sciences to inform Graduate Council of deactivation of the following courses at the next available term: CIS 5225 Advanced Computer Architectures, CIS 5300 Modeling and Simulation, CIS 5310 Legal and Ethical Aspects of Information Systems, and CIS 5511 Enterprise Modeling.

Dr. Gallo asked Council to note that deactivated courses remain in the Banner system but are no longer accessible via the catalog. He reminded all that this is an information item only and does not require a vote by Council. He asked that if anyone had any questions or concerns about this item, to please see Dr. Allen at the end of today’s meeting.

6) GRADUATE FACULTY APPOINTMENT – GIBSON, Tracy

Unanimously Approved

Request is made by Department Aerospace, Physics and Space Sciences to appoint Dr. Tracy Gibson to the master’s level of Graduate Faculty.

Dr. Gallo noted that because Dr. Gibson is external to the university, the appointment will be to the master’s level, which is consistent with Council’s practice for appointing external members to the graduate faculty. This appointment would allow Dr. Gibson 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. J. Perez and a second by Dr. E. Perez, the request made by Department Aerospace, Physics and Space Sciences to appoint Dr. Tracy Gibson to the Master’s level of Graduate Faculty was unanimously approved.
7) **CHANGING REQUIREMENTS FOR A COURSE – MGT 5150 Management of Software Systems**

**Unanimously Approved**

Request is made by Bisk College of Business to update course recommendation for MGT 5150 Management of Software Systems by changing the course recommendation from “Background knowledge equivalent to MGT 5014” to “Background knowledge equivalent to MGT 5014 or MGT 5113.”

Dr. Gallo said the rationale for this change is grounded in the forthcoming revision to the MBA program in Project Management for IT, which will involve removing MGT 5014 from the course plan. He asked Council to note that the corresponding administrative form was modified with approvals from both Dr. Sonnenberg and Liz Fox to reflect that the requested change is relative to a **recommendation**, (not a prerequisite).

On a motion by Dr. E. Perez and a second by Dr. Carstens, the request made by Bisk College of Business to update course recommendation for MGT 5150 Management of Software Systems by changing the course recommendation from “Background knowledge equivalent to MGT 5014” to “Background knowledge equivalent to MGT 5014 or MGT 5113” was unanimously approved.

8) **CHANGING REQUIREMENTS FOR A COURSE – AVS 6900 Research Practicum**

**Unanimously Approved**

Request is made by the College of Aeronautics to change course prerequisites for AVS 6900 Research Practicum by changing the current prerequisite from AVS 6100 and AVS 6200 to AVS 6100 and AVS 6001.

Dr. Gallo said the reason for this change is because AVS 6200 was replaced with AVS 6001 when the College restructured its PhD program last year.

On a motion by Dr. Carstens and a second by Dr. Bashur, the request made the College of Aeronautics to change course prerequisites for AVS 6900 Research Practicum changing the current prerequisite from AVS 6100 and AVS 6200 to AVS 6100 and AVS 6001 was unanimously approved.

9) **ADDING A NEW COURSE – CIS 5240 Introduction to Computer Systems**

**Unanimously Approved**

Request is made by Department of Computer Engineering and Sciences to add new course CIS 5240 Introduction to Computer Systems.

On a motion by Dr. Edwards and a second by Dr. Follette, the request by Department of Computer Engineering and Sciences to add new course CIS 5240 Introduction to Computer Systems was unanimously approved.

10) **ADDING A NEW COURSE – HCD 5210 Introduction to Human-Centered Design**
Unanimously Approved

Request is made by Department of Computer Engineering and Sciences to add new course HCD 5210 Introduction to Human-Centered Design.

A Council member noted that no textbooks were listed on the proposed syllabus. Dr. Allen clarified that assigned literature will originate from current talks and timely topics.

On a motion by Dr. Allen and a second by Dr. Bashur, the request by Department of Computer Engineering and Sciences to add new course HCD 5210 Introduction to Human-Centered Design was unanimously approved.

11) ADDING A NEW COURSE – ENS 5995 Environmental Science Research

Item Tabled

Request is made by Department of Ocean Engineering and Marine Sciences to add new course ENS 5995 Environmental Science Research.

Dr. Gallo said this proposed new course request, including the two next new course requests following this one, are being created to coincide with restructuring of the Marine Biology and Ocean Engineering and Sciences programs within the Department of Ocean Engineering and Marine Sciences. All three new OEMS course requests are equivalent to BIO 5995 Biological Research, which is a variable 3- to 9-credit-hour research course for biology graduate students, and hence the proposed new courses do not have any accompanying sample syllabi. Dr. Gallo asked to consider these courses individually.

Dr. Gallo said the first proposed new course, ENS 5995 Environmental Science Research, is for environmental science graduate students. He asked Council to note that the administrative form has been modified to reflect the variable 3 to 9 credit hours.

A motion by Dr. Bashur and a second by Dr. E. Perez opened discussion for new course request ENS 5995 Environmental Science Research.

In response to a question of whether there was prior existence of a research course, Dr. Gallo said there was no specific research course for these three types of students (students in Environmental Science, Meteorology, and Ocean Engineering) with a prefix suited to their program. They only had a prefixed Biology course available to them. This request would create a specific prefix course to suit their specific program.

A concern was raised about the lack of a proposed syllabus, a rubric, and unknown product expectations. Dr. Edwards said it is not clear whether this course was more of an independent study and what is required. Dr. Kiguradze asked why there is a letter grade mode if this course is research. Lengthy discussion ensued regarding grade mode for research courses, Florida Tech credit hour policy for supervised research and thesis/dissertation courses, and making the preliminary syllabus a requirement for proposed research, thesis and dissertation courses for future requests to Graduate Council. Dr. Gallo said because neither the originator nor an OEMS representative is present to respond to questions, the item can be tabled or we can call a vote.

On a motion by Dr. Kiguradze and a second by Dr. E. Perez, the request made by Department of Ocean Engineering and Marine Sciences to add new course ENS 5995 Environmental Science Research was tabled with unanimous approval.
12) **ADDING A NEW COURSE – MET 5995 Meteorological Research**

**Item Tabled**

Request is made by Department of Ocean Engineering and Marine Sciences to add new course **MET 5995 Meteorological Research**.

Dr. Gallo said this proposed new course request is intended for meteorology graduate students. He asked Council to note that the administrative form has been modified to reflect the variable 3 to 9 credit hours.

Because the proposed course did not include a syllabus, it was recommended to table this item until a sample syllabus is provided for Council review.

On a motion by Dr. Bashur and a second by Dr. E. Perez, the request made by Department of Ocean Engineering and Marine Sciences to add new course **MET 5995 Meteorological Research** was tabled with unanimous approval.

13) **ADDING A NEW COURSE – OCN 5995 Oceanography Research**

**Item Tabled**

Request is made by Department of Ocean Engineering and Marine Sciences to add new course **OCN 5995 Oceanography Research**.

Dr. Gallo said the last proposed new course is **OCN 5995 Oceanography Research**, and is for oceanography graduate students. He asked Council to note that the administrative form has been modified to reflect the variable 3 to 9 credit hours.

Because the proposed course did not include a syllabus, it was recommended to table this item until a sample syllabus is provided for Council review.

On a motion by Dr. Bashur and a second by Dr. E. Perez, the request made by Department of Ocean Engineering and Marine Sciences to add new course **OCN 5995 Oceanography Research** was tabled with unanimous approval.

14) **CHANGING GRADUATION REQUIREMENTS – MS Degree Program in Supply Chain Management**

**Unanimously Approved**

Request is made by Bisk College of Business to change the graduation requirements for its MS degree program in Supply Chain Management by updating the capstone course from **MGT 5020 Applied Management Project** to **MGT 5083 Global Supply Chain Management and International Logistics**.

Dr. Gallo noted that the measurement of the corresponding discipline specific knowledge that will be assessed via the proposed course was reviewed and approved by APAC, and a copy of the scoring rubric was provided in this month’s packet materials.

On a motion by Dr. E. Perez and a second by Dr. Carstens, the request made by Bisk College of Business to change the graduation requirements for its MS degree program in Supply Chain Management by updating the capstone course from **MGT 5020 Applied Management**
Project to MGT 5083 Global Supply Chain Management and International Logistics was unanimously approved.

15) CHANGING GRADUATION REQUIREMENTS –MS Degree Program in Information Assurance and Cybersecurity

Unanimously Approved

Request is made by Department of Computer Engineering and Sciences to change graduation requirements for its MS degree program in Information Assurance and Cybersecurity by reducing the credit hour requirement from 33 to 30 credits.

Dr. Gallo noted that the 3-credit-hour reduction will be achieved by reducing the number of electives from 15 to 12. No other changes to the program will be made.

On a motion by Dr. Follette and a second by Dr. Allen, the request made by Department of Computer Engineering and Sciences to change graduation requirements for its MS degree program in Information Assurance and Cybersecurity by reducing the credit hour requirement from 33 to 30 credits was unanimously approved.

16) CHANGING GRADUATION REQUIREMENTS –PhD Degree Program in Environmental Science

Unanimously Approved

Request is made by Department of Ocean Engineering and Marine Sciences to change graduation requirements for its PhD degree program in Environmental Science by lowering the minimum number of credit hours from 78 to 72 and to place an upper limit of 30 credit hours for ENS 6999 Dissertation in Environmental Science.

Dr. Gallo said the request was twofold. The first part of the request was to change the graduation requirements for the department’s PhD degree program in Environmental Science by reducing the minimum number of credit hours from 78 hours to 72 hours beyond the bachelor’s degree. He noted that per Graduate Policy 2.2.2, the minimum number of credit hours beyond the bachelor’s degree for PhD programs is 72, so the request is commensurate with graduate policy. The 6-hour reduction would be applied to the formal coursework component of the program. The second part of the request was to place an upper limit of 30 credit hours for ENS 6999 Dissertation in Environmental Science.

Prior to requesting a motion and second, Dr. Gallo summarized that the request is to simply restructure the PhD program in Environmental Science so that it requires a minimum of 72 hours beyond the bachelor’s degree of which a minimum of 42 hours consist of coursework and a maximum of 30 hours consist of dissertation. The corresponding administrative form has been revised to reflect this restructuring.

On a motion by Dr. Bashur and a second by Dr. J. Perez, the request made by Department of Ocean Engineering and Marine Sciences to change graduation requirements for its PhD degree program in Environmental Science by lowering the minimum number of credit hours from 78 to 72 and to place an upper limit of 30 credit hours for ENS 6999 Dissertation in Environmental Science was unanimously approved.
17) **CHANGING GRADUATION REQUIREMENTS – PhD Degree Program in Oceanography**

**Unanimously Approved**

Request is made by Department of Ocean Engineering and Marine Sciences to change graduation requirements for its PhD degree program in Oceanography by lowering the minimum number of credit hours from 78 to 72 and to place an upper limit of 30 credit hours for OCN 6999 Dissertation Research.

Dr. Gallo said the first part of the request was to change the graduation requirements for the department’s PhD degree program in Oceanography by reducing the minimum number of credit hours from 78 hours to 72 hours beyond the bachelor’s degree. He noted that per Graduate Policy 2.2.2, the minimum number of credit hours beyond the bachelor’s degree for PhD programs is 72, so the request is commensurate with graduate policy. The 6-hour reduction would be applied to the formal coursework component of the program. The second part of the request was to place an upper limit of 30 credit hours for OCN 6999 Dissertation Research.

Prior to requesting a motion and second, Dr. Gallo summarized that the request is to simply restructure the PhD program in Oceanography so that it requires a minimum of 72 hours beyond the bachelor’s degree of which a minimum of 42 hours consist of coursework and a maximum of 30 hours consist of dissertation. The corresponding administrative form has been revised to reflect this restructuring.

On a motion by Dr. E. Perez and a second by Dr. Edwards, the request made by Department of Ocean Engineering and Marine Sciences to change graduation requirements for its PhD degree program in Oceanography by lowering the minimum number of credit hours from 78 to 72 and to place an upper limit of 30 credit hours for OCN 6999 Dissertation Research was unanimously approved.

18) **GRADUATE POLICY REVISION/ COMMITTEE ON STANDARDS REPORT**

**Committee on Standards’ Recommendation Unanimously Approved**

Dr. Gallo introduced the Committee on Standards report relative to the proposed recommended revisions and updates to several graduate policies: **Graduate Policy 1.4 Thesis Policies, Master’s Degree; Graduate Policy 1.4.1 Thesis Policies, Master’s Degrees (Registration); Graduate Policy 1.4.2 Thesis Policies, Master’s Degrees (Thesis Grades); Graduate Policy 2.6.3 Dissertation Requirements for PhD/DBA/AvD Students (Dissertation Grading); Graduate Policy 2.6.4 Dissertation Requirements for PhD/DBA/AvD Students (Dissertation Preparation and Defense); Graduate Policy 4.9 Duplication of Theses/ Design Projects/ Doctoral Research Projects/ Dissertations; and Graduate Policy 4.10 Thesis/ Design Project/ Doctoral Research Project/ Dissertation Registration in the Semester of Graduation.**

He stated that these policies are related to the transition of thesis/dissertation binding services to outside sources. He said the Committee on Standards reviewed the proposed revisions to these policies and the corresponding minutes of that meeting were attached to today’s handout material. He advised that the Committee on Standards unanimously accepted the recommended
revised wording to these policies. Because the recommendation was unanimous, this agenda item came to Council as a motion and second.

Dr. Heidi Edwards summarized discussion from the October 10, 2019 Committee on Standards (CoS) meeting. She reported that the Committee on Standards met and thought it was a matter of cleaning up language and that the Committee was unanimous in its decision to recommend the revised language for these graduate policies. The only modification that the Committee on Standards recommended was change of “publication” to “distribution” in the title of Graduate Policy 4.9 so there is no confusion that this is not a “publication”.

On a motion and second made by the Committee on Standards, the recommendation made by the Committee on Standards to revise Graduate Policies 1.4, 1.4.1, 1.4.2, 2.6.3, 2.6.4, 4.9, and 4.10 was unanimously approved. [The revised policy language (presented in bold underline font and strikethrough) is presented on pages 9 and 10 of these minutes].

19) ANNOUNCEMENTS

Dr. Gallo announced that the next Graduate Council meeting is November 21, 2019, and the submission deadline for materials is November 7, 2019.

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

Rosemary G. Layne, Ed.D.  
Director of Graduate Programs
Recommended Policy Revisions:

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

Graduate Policy 1.4 Thesis Policies, Master’s Degrees

“The word ‘thesis,’ as used in graduate policy, shall apply equally to master’s theses and design projects that are submitted to the Office of Graduate Programs. It is expected that all theses shall be immediately made public by being placed on the library shelves as soon as the archival form is received by Florida Tech. All theses will be added to the Scholarship Repository of Florida Institute of Technology.”

Graduate Policy 1.4.1 Thesis Policies, Master’s Degrees (Registration)

“….Once students begin to register for thesis, they must register for at least three hours of thesis each semester until the thesis is successfully defended and the signed Signature Page, and the archival copy and minimum number of printed copies (as required by the academic unit) are accepted by the Office of Graduate Programs....”

Graduate Policy 1.4.2 Thesis Policies, Master’s Degrees (Thesis Grades)

“….When the thesis is completed and the signed Signature Page, and the archival copy, and the minimum number of printed copies (as required by the academic unit) are accepted by the Office of Graduate Programs, grades of S corresponding to the number of required thesis semester credit hours will be changed to grades of P....”

Graduate Policy 2.6.3 Dissertation Requirements for PhD/DBA/AvD Students (Dissertation Grading)

“….When the dissertation is completed and the signed Signature Page, and the archival copy, and the minimum number of printed copies (as required by the academic unit) are accepted by the Office of Graduate Programs, grades of S corresponding to the number of required dissertation semester credit hours will be changed to grades of P (Pass)....”

Graduate Policy 2.6.4 Dissertation Requirements for PhD/DBA/AvD Students (Dissertation Preparation and Defense)

“….Requirements for the degree are not completed until the signed Signature Page, one and archival copy, and minimum number of printed copies (as required by the academic unit) are delivered to accepted by the Office of Graduate Programs. One of these copies will be submitted to the appropriate entity for publication. All dissertations will be added to the Scholarship Repository of Florida Institute of Technology. Dissertations will also be submitted to the appropriate dissertation subscription database.”
Graduate Policy 4.9 Duplication and Distribution of Theses/Design Projects/Doctoral Research Projects/Dissertations

1. Duplication of thesis/design project/doctoral research project and dissertation material is a courtesy extended to the student by the Florida Tech Copy Center. The Florida Tech Copy Center is not obligated to accept this work.

2. Duplication is not covered by the fee assessed for binding.

3. All costs for duplication will be borne by the student and paid in advance prior to receiving the copies.

4. Thesis/design project/doctoral research project and dissertation duplication must be handled in a timely fashion if accepted by the Florida Tech Copy Center.

5. Faculty members are not to be involved in negotiations for thesis/design project/doctoral research project/dissertation duplication. This is a matter to be conducted between the student and the Florida Tech Copy Center.

6. Any deviation from this policy must have written approval of the academic unit head.

Replace items 1-6 in GP 4.9 with the following recommended updated language:

1. Costs of copying, printing and/or binding of theses/design projects/doctoral research projects and dissertations are not covered by tuition or any other institutional fees assessed by the university.

2. All theses/design projects/doctoral research projects and dissertations will be added to the Scholarship Repository of Florida Institute of Technology. In addition, dissertations will be submitted to the appropriate dissertation subscription database.

Graduate Policy 4.10 Thesis/Design Project/Doctoral Research Project and Dissertation Registration in the Semester of Graduation

"....Turn-in Date is defined as the date on which the signed Signature Page, and the archival copy, and the minimum number of printed copies (as required by the academic unit) of the thesis/design project/doctoral research project and dissertation are accepted by the Office of Graduate Programs...."