MINUTES
Graduate Council
September 19, 2019

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

Voting Members: W. Allen, C. Bostater, G. Burns (alternate for J. Martinez-Diaz), D. Carroll (alternate for C. Bashur), D. Carstens, H. Edwards, V. Follette, T. Kiguradze, E. Perez, J. Perez, B. Webster

Guests: C. Johnston

The meeting was called to order at 1:02 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo announced a change to Council’s voting membership for this academic year. Dr. Barry Webster, representing Mechanical and Civil Engineering, is a new voting member, and Dr. Albert Bleakley will serve as his designated alternate. He also asked members to note a provided copy of this year’s representation on two handouts. Dr. Gallo introduced today’s substitutes Dr. David Carroll as the designated alternate representing Biomedical and Chemical Engineering and Sciences and Dr. Gary Burns representing the School of Behavior Analysis.

Dr. Gallo noted that he would be working from the restructured agenda.

Lastly, before beginning with Council’s official business, Dr. Gallo offered the following tribute to Dr. Sharaf-Eldeen:

Friedrich Nietzsche, a 19th century German philosopher and cultural critic, said “To live is to suffer, to survive is to find some meaning in the suffering.” Dr. Sharaf-Eldeen survived life in part by finding meaning in his work. He was a dedicated faculty member and long-time member of Graduate Council who rarely, if ever, compromised his convictions. The Chair duly notes Dr. Sharaf-Eldeen’s absence from Council.

2) ADDRESS COUNCIL MEMBERS – Dr. Raymond Bonhomme

Dr. Gallo introduced Dr. Bonhomme, Associate Vice President for Graduate Programs, and advised that although the university does not have a formal Dean of the Graduate School, Dr. Bonhomme in his role as the Associate Vice President assumes this position.

Dr. Bonhomme welcomed everyone back to a new academic year and thanked the members of Graduate Council for their service. He said from attending past Graduate Council meetings, he observed a few things. First, that the voting members were always prepared. Second, there was participation and members asked questions. Third, he said this group is one of the most collegial groups he has ever worked with.

3) MINUTES OF THE APRIL 2019 GRADUATE COUNCIL MEETING

Unanimously Approved
The minutes of the April 18, 2019 meeting were unanimously approved on a motion by Dr. E. Perez and a second by Dr. C. Bostater with 9 votes in favor, including two abstentions.

4) **DIRECTOR’S REPORT – Dr. Rosemary Layne**

Dr. Layne greeted Council members and directed attention to the 2019-2021 Graduate Council calendar that highlights meeting dates and deadlines for submission of material. The updated calendar is posted on the OGP website (dated 09/18/19 in the bottom right corner). The calendar includes holiday breaks per the multi-year calendar maintained by the Registrar.

Dr. Layne introduced the transitioning of thesis and dissertation binding to outside sources. To provide background information, she said that over the summer, Dr. Monica Baloga, Dr. Holly Miller and Dr. Layne met with representatives of the academic units (department heads, including some faculty) to obtain input on the requirement for bound copies by some academic units. In the course of the conversations, representatives were unanimous in supporting the elimination of the requirement for any bound copies of thesis and dissertations for graduation. While the Library will continue to archive electronic copies of theses and dissertations in Florida Tech’s Scholarship Repository, the Library will no longer administer the binding of them beginning August 2019.

As a result of this change, Dr. Layne said students will be afforded a broader choice of when and how many copies of their theses to print, they can submit their document for binding at their convenience and departments will no longer be tasked with picking up theses at the Library and distributing them to students. Lastly, she said ordering directly from a company will result in a faster turnaround time than the Library has been able to provide and will allow more options for customization such as color, cover material and title placement.

Dr. Layne reported that the Library has identified several companies who offer printing and binding services that students and departments can use. She added that the Copy Center is providing a soft cover binding option. The Library and OGP staff have created a FAQ document for use by students, faculty and department personnel as guidance through this new process. The document is posted on the Library and OGP websites.

Dr. Layne distributed copies of the FAQ sheet and offered to respond to any questions. Several questions were asked, with topics ranging from previous binding costs to signature pages. Dr. Layne advised that previously, binding would cost the student $20 per copy to be bound and that the student provided the printed document that was to be bound. In response to questions about electronic uploads of theses and the availability of the signed signature page, she explained that the electronic upload of the document will include an *unsigned* signature page to ensure security of committee members’ signatures. The student will submit the original *signed* signature page to OGP at Turn-in to enable a file copy for the Registrar’s Office. The original *signed* signature page can be returned to the student for their use. Some students may elect to have their original signature page bound into their thesis copy. She added that it is ok to use DocuSign to obtain committee member signatures. In response to a question about format checks, Dr. Layne said that format checks and formatting requirements would remain the same. She added that the Library is the best source for answering questions on the FAQ sheet and that students are
encouraged to visit the iDesk on the first floor for further information.

Finally, as a “head’s up”, Dr. Layne has been reviewing graduate policy for possible updates in light of this new process. In the October 2019 Graduate Council packet, she will offer her recommendation of specific policies for Graduate Council to review and act on as appropriate.

5) INFORMATION ITEM – College of Aeronautics Fast Track Programs

Dr. Gallo introduced the request made by College of Aeronautics to inform Graduate Council that it now elects to make all of its master’s programs available to Fast Track applicants.

6) GRADUATE FACULTY APPOINTMENT –THOMAS, David

Unanimously Approved

Request is made by College of Aeronautics to appoint Dr. David Thomas to the Master’s level of Graduate Faculty for service on master and doctoral student committees.

Dr. Gallo noted that the request to appoint Dr. David Thomas, whose current appointment is Visiting Professor, would enable Dr. Thomas to chair thesis committees and serve on thesis and dissertation committees in a non-chair capacity.

In response to questions, Dr. Carstens added that Dr. Thomas is teaching statistics and aviation physics and has served as an adjunct faculty member since 2016.

On a motion by Dr. E. Perez and a second by Dr. Carroll, the request made by College of Aeronautics to appoint Dr. David Thomas to the Master’s level of Graduate Faculty was unanimously approved.

7) REMARKS FROM THE FLOOR

Registrar Caroline Johnston responded to a Council member question to confirm that the November 2019 Graduate Council meeting is the deadline for new programs to be included in the 2020-2021 University Catalog. A November deadline would provide more time to work out any kinks in the material and would provide Ms. Liz Fox, Manager of Catalog and Curriculum, adequate time for processing and cataloging.

8) ANNOUNCEMENTS

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

With no further business, the meeting adjourned at 1:37 p.m.

Rosemary G. Layne, Ed.D.
Director of Graduate Programs