MINUTES
Graduate Council
September 20, 2018

Present: W. Allen (Substitute Chair for M. Gallo), R. Bonhomme
Ex officio: W. Allen (Substitute Chair for M. Gallo), R. Bonhomme

 Guests: E. Fox, C. Johnston, N. Weatherly

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

1) CALL TO ORDER – Dr. William Allen

Dr. Allen announced that he was substituting for Dr. Gallo as Chair for this meeting so Dr. Gallo could tend to a personal matter.

Dr. Allen said Council’s membership changed considerably from last year as a result of the formation of the new College of Engineering and Sciences. He directed attention to the Graduate Council membership handouts and introduced each voting member by academic unit.

Dr. Allen stated that in addition to these twelve voting members, each academic unit also has a designated alternate who may attend meetings as a substitute for the voting member. Designated alternates have full voting rights for their respective academic unit.

2) ADDRESS COUNCIL MEMBERS – Dr. Raymond Bonhomme

Dr. Allen introduced Dr. Bonhomme, Associate Provost 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 Provost assumes this position.

Dr. Bonhomme welcomed all present and thanked everyone for all their work today and in the future. He said he appreciated their time and effort.

3) MINUTES OF THE APRIL 2018 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the April 19, 2018 meeting were unanimously approved on a motion by Dr. E. Perez and a second by Dr. Bostater, including one abstention.
4) **DIRECTOR’S REPORT – Dr. Rosemary Layne**

Dr. Layne greeted Council members and directed attention to the 2018-2020 copy of the Graduate Council calendar that highlights meeting dates and deadlines for submission of material. This calendar is also posted on the Office of Graduate Programs website.

Dr. Layne referenced the next handout which reflected minor editorial updates made in July 2018 to **Graduate Policy 1.9 Undergraduate Courses for Graduate Credit** and **GP 2.2.2 PhD/DBA/AvD Credit Hour Requirements**. The updates were made to correspond with revised language in **SACS Commission on Colleges Resource Manual for The Principles of Accreditation, Third Edition: 2018**. [The updated wording (presented in bold underline font and strikethrough) is presented on pages 7-8 of these minutes]. She said that **SACSCOC Standard 9.6** requires that “post-baccalaureate professional degree programs and graduate degree programs are progressively more advanced in academic content than undergraduate programs, and are structured (a) to include knowledge of the literature of the discipline and (b) to ensure engagement in research and/or appropriate professional practice and training.”

Dr. Layne advised that one of the responsibilities of Graduate Council is to review and approve coursework to ensure that graduate coursework is at a level of rigor beyond that of coursework in baccalaureate programs. She said the two graduate policies noted here preserve the difference between undergraduate and graduate study by limiting to six semester credit hours the number of undergraduate courses that may be taken for graduate credit. The proper use of these courses is to enrich the graduate program, not dilute it. To document this compliance, the “Permission for Graduate Student to Take Undergraduate Course” form justifies why the course is appropriate for the graduate student and describes the advanced work and standards the student will complete beyond the requirements for an undergraduate in the same course.

Dr. E. Perez said the language “should take” or “may take and apply” seems a little ambiguous when using the permission form for undergraduate credits to be counted towards graduate credit. Dr. Martinez-Diaz said that “may” versus “can” might be the link. Dr. Layne stated that the language on the permission form is parallel to graduate policy. Dr. E. Perez said maybe it’s the language in graduate policy that’s vague. Dr. Allen suggested that maybe it’s best to present this to Committee on Standards.

5) **GRADUATE FACULTY APPOINTMENT – CLAUTER, Dean**

Unanimously Approved

Request is made by Department of Computer Engineering and Sciences to appoint Dr. Dean Clauter to the Master’s level of Graduate Faculty for service on master and doctoral student committees.

Dr. Allen noted that Dr. Clauter is external to the university and therefore the appointment will be to the Master’s level, which is consistent with Council’s practice for appointing external members. This appointment will enable Dr. Clauter to serve as major advisor to thesis students as well as serve as a non-chair member on dissertation committees.
On a motion by Dr. Carstens and a second by Dr. Anagnostopoulos, the request made by Department of Computer Engineering and Sciences to appoint Dr. Dean Clauter to the Master's level of Graduate Faculty was unanimously approved.

6) GRADUATE FACULTY APPOINTMENT – LaFEVOR, Kim

Unanimously Approved

Request is made by Bisk College of Business to appoint adjunct faculty member Dr. Kim LaFevor to the Master’s level of Graduate Faculty.

Dr. Allen said this requested appointment is consistent to Council’s practice for appointing adjunct faculty to the graduate faculty.

On a motion by Dr. Martinez-Diaz and a second by Dr. Carstens, the request made by Bisk College of Business to appoint Dr. Kim LaFevor to the Master’s level of Graduate Faculty was unanimously approved.

7) GRADUATE FACULTY APPOINTMENT – PARSONS, Darrell

Unanimously Approved

Request is made by Bisk College of Business to appoint adjunct faculty member Dr. Darrell Parsons to the Master’s level of Graduate Faculty.

On a motion by Dr. Bostater and a second by Dr. E. Perez, the request made by Bisk College of Business to appoint Dr. Darrell Parsons to the Master’s level of Graduate Faculty was unanimously approved.

8) GRADUATE FACULTY APPOINTMENT – BROWNING, Margaret

Unanimously Approved

Request is made by College of Aeronautics to appoint Ms. Margaret Browning to the Master’s level of Graduate Faculty.

Dr. Allen advised that although Ms. Browning is a full-time faculty member in the College of Aeronautics, her graduate faculty appointment is being presented to Council because she does not have a terminal degree.

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

9) CHANGING GRADUATION REQUIREMENTS –DBA Degree Program

All Requests Unanimously Approved
Requests are made by Bisk College of Business to change graduation requirements to the Doctor of Business Administration (DBA) program by adding new proposed graduate course MGT 6993 Introduction to Doctoral Writing and Business Research Methods; changing the course requirements for MGT 6002 Organizational Behavior, Ethics, and Responsibilities in Business Management; and removing MGT 6005 Advanced Study in Business Leadership.

Dr. Allen asked Council to note that MGT 6005 will not be deactivated at this time.

Dr. Allen began with the request to add the proposed course to the curriculum, MGT 6993 Introduction to Doctoral Writing and Business Research Methods. Because no questions were raised, Dr. Layne commended Dr. Martinez-Vogt for a well-done document. Dr. E. Perez also praised Dr. Martinez-Vogt’s preparation for this request and added that the COB may want to move the order of the coursework at a later time, for example, introducing methods courses sooner. He was not sure if that needed to go to Graduate Council. Dr. Layne and Ms. Fox advised that Graduate Council has not reviewed course sequencing in the past. Ms. Fox suggested that COB confirm the order (of the coursework) before the 2019-2020 catalog goes live.

On a motion by Dr. E. Perez and a second by Dr. Anagnostopoulos, the request made by Bisk College of Business to add proposed new course MGT 6993 Introduction to Doctoral Writing and Business Research Methods was unanimously approved.

Dr. Allen addressed the request to change course requirements for MGT 6002 Organizational Behavior, Ethics, and Responsibilities in Business Management. He advised that the course has been enhanced with leadership theories and concepts throughout and that the title change (“Responsibilities” is being replaced with “Leadership”) reflects the refreshed content.

On a motion by Dr. Martinez-Diaz and a second by Dr. Anagnostopoulos, the request made by Bisk College of Business to change course requirements for MGT 6002 Organizational Behavior, Ethics, and Responsibilities in Business Management was unanimously approved.

Dr. Allen introduced the last part of this request, which was to remove course MGT 6005 Advanced Study in Business Leadership and replace it with the just-approved course MGT 6993 Introduction to Doctoral Writing and Business Research Methods.

On a motion by Dr. E. Perez and a second by Dr. Follette, the request made by Bisk College of Business to remove course MGT 6005 Advanced Study in Business Leadership and replace it with the just-approved course MGT 6993 Introduction to Doctoral Writing and Business Research Methods was unanimously approved.

10) **CHANGING GRADUATION REQUIREMENTS – Online MS in Human Factors in Aeronautics Degree Program**

**Unanimously Approved**

Request is made by College of Aeronautics to change graduation requirements for the thesis option in the online Master of Science in Human Factors degree program from 33 credit hours to 30 credit hours by removing AHF 5202 Human Performance 2 as a required course.

Dr. Allen said approving this request would make the thesis option consistent with the 30-credit-hour 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 the thesis option in the online
Master of Science in Human Factors degree program from 33 credit hours to 30 credit hours by removing AHF 5202 Human Performance 2 as a required course making the thesis option consistent with the 30-credit-hour nonthesis option was unanimously approved.

11) GRADUATE POLICY REVISION/ COMMITTEE ON STANDARDS REPORT

Unanimously Approved Revision to Graduate Policy 1.11

Request is made to consider and provide review/input for recommended revision to Graduate Policy 1.11 Academic Probation and Dismissal for Master's and Specialist Degree Students.

Dr. Allen introduced the Committee on Standards report relative to the proposed revision of Graduate Policy 1.11 Academic Probation and Dismissal for Master's and Specialist Degree Students. He advised that the Committee on Standards reviewed this policy and the corresponding minutes of that meeting were attached to today's handout material. He noted that the Committee on Standards was unanimous in its recommendation that Graduate Policy 1.11 be revised to remove the academic suspension component in the academic standing process. Because the recommendation from the Committee on Standards was unanimous, this agenda item came to Council as a motion and second.

Dr. Henry Perez summarized the discussion from the September 13, 2018 Committee on Standards Meeting. He explained that for students not in good standing, current policy defines the possible academic standing outcomes (Academic Warning, Academic Probation, Academic Suspension, and Academic Dismissal). He said that according to data reviewed at the CoS meeting as well as our own experiences, students who were academically suspended rarely returned to the university.

Dr. Allen noted the added impact of suspension on international students who generally cannot return. Dr. Perez said suspension should help students, but (in practice) it does not. Dr. Bashur wanted to confirm there would only be three steps now if this recommendation passes (i.e., Academic Warning, Academic Probation, and Academic Dismissal). This was confirmed.

On a motion and second made by the Committee on Standards, the recommendation made by the Committee on Standards to revise Graduate Policy 1.11 Academic Probation and Dismissal for Master's and Specialist Degree Students by removing the academic suspension component in the academic standing process was unanimously approved. Dr. Layne added that this request is effective starting with the 2019/2020 catalog. [The revised wording (presented in bold underline font and strikethrough) is presented on page 9 of these minutes].

12) REMARKS FROM THE FLOOR

Dr. Bostater had a question about a student asking about Fast Track. He suggested that maybe a program plan can be paired with a proposed Fast Track Application. Dr. Allen added that some international students would need that assurance. Dr. Bostater said the student wants assurance to have the coursework laid out because it is a larger commitment and that (in the
absence of a program plan) it didn’t motivate the student to stay for the Fast Track program.

In the case of coursework, Dr. Martinez-Diaz said he refers the student to the graduation requirements. He added if they are accepted into that degree program, then they would have graduation requirements. He emphasized that the advisor would need to work with the course sequencing just right because the courses used for Fast Track have to fit in both the undergraduate and graduate programs.

13) **ANNOUNCEMENTS**

Dr. Allen announced that the next Graduate Council meeting is October 18, 2018, and the submission deadline for materials is October 4, 2018.

With no further business, the meeting adjourned at 1:47 p.m.

[Signature]

Rosemary G. Layne, Ed.D.
Director of Graduate Programs
Undergraduate Courses for Graduate Credit

(Graduate Policy 1.9)

With the approval of the academic unit head, a student enrolled in a graduate program may apply a maximum of six (6) semester hours of undergraduate credits taken at Florida Tech (unless a specific articulation agreement exists to the contrary) 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. Requirements in courses not specifically 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.

Ph.D./D.B.A./Av.D. 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 at Florida Tech. Requirements in courses not specifically 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.

Approved Policy Revision (9/20/18)

Academic Probation and Dismissal for Master’s and Specialist Degree Students

(Graduate Policy 1.11)

All graduate students must demonstrate continual academic proficiency in course work. As described in graduate policy “Cumulative GPA,” the cumulative grade point average (CPGA) shown in all computer records and transcripts will be based on all graduate-numbered courses taken at Florida Tech. A graduate student with a cumulative grade point average (CPGA) below 3.0 must show reasonable progress toward this standard required for graduation.

Academic Warning, Probation, Suspension and Dismissal

Students who are not in academic good standing will usually be returned to academic good standing when a minimum 3.0 CGPA is attained.

Once a 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 the steps delineated below. Students’ transcripts will be annotated at the end of each term. Students and their academic unit will be informed about the student’s academic standing in writing at the end of any term when the CGPA is below 3.0.

In addition, any of the following conditions will result in immediate academic dismissal:

- A term or overall GPA less than 2.0 at any time.
- Two or more grades of U in any courses taken as a graduate student.
- Judgment by the Graduate Council that the student is not making satisfactory academic progress, or that the academic efforts of other students are hampered by his or her presence.

Academic Warning: When the student began the term in academic good standing but did not maintain the minimum 3.0 cumulative GPA required.

Academic Probation: When the student began the term in academic warning but did not achieve the minimum 3.0 term GPA required.

Academic Suspension: When the student began the term on academic probation but did not achieve the minimum 3.0 term GPA required. Suspended students will not be permitted to attend earlier than one calendar year from the date of suspension. Any exceptions must be approved by the academic unit head, college dean, and the graduate programs administrator.

Academic Dismissal: When the student began the term on probation after having been suspended but did not achieve the minimum 3.0 term GPA required. Dismissal will also result any time a graduate student earns a term or cumulative GPA less than 2.0, or two or more grades of U in courses taken as a graduate student.