MINUTES
Graduate Council
February 19, 2015

Present: Ex officio: M. Gallo (Chair)

Voting Members: G. Anagnostopoulos, C. Bostater, G. Boy, J. Dshalalow, K. Ilamde,
P. Jennings, M. Kaya, A. Palmer, E. Perlman, J.P. Pinelli,
S. Rice, T. Richardson, L. Steelman, J. Strother, A. Vamosti,
B. Webster

Guests: E. Kalajian, H. Miller, C. Norris, G. Tenali, D. Wilder,
R. Van Woesik, C. Young

The meeting was called to order at 1:01 p.m.

1) CALL TO ORDER – Dr. Michael Gallo

Dr. Gallo welcomed Dr. Bostater as the new voting member representing the
Department of Marine and Environmental Systems. He stated that Dr. Wilder was present for
Dr. Martinez-Diaz in a non-voting capacity. He noted the handouts at each place setting: a
revised agenda, a revised Graduate Council membership listing, material for the Director’s
Report, and February 2015 Committee on Standards minutes.

2) MINUTES OF THE JANUARY 2015 GRADUATE COUNCIL MEETING

Unanimously Approved

The minutes of the January 22, 2015 meeting were unanimously approved on a motion
by Dr. Richardson and a second by Dr. Jennings.

3) DIRECTOR’S REPORT – Dr. Rosemary Layne

Dr. Layne provided the recent update of GP 4.11 Language Requirements for
Graduate Assistantships. She advised that Dr. Alan Rosicnc, Chair of English and Language
Programs and ESL Director, is responsible for the FL Tech English Language Proficiency
policy for undergraduate and graduate students whose home language is not English.
GP 4.11 is the last paragraph in that institutional policy. The update replaces the outdated
Speak test with the International Teaching Assistant Speaking Assessment (ITASA) a
Michigan test designed specifically to address testing for prospective Graduate Teaching
Assistants (assesses speaking, listening, and interactional competence through teaching-
related tasks).
A question was raised if this test will need to be administered to students who have previously passed the Speak Test. Dr. Layne confirmed that these students will not need to be re-tested with ITASA.

4) NOMINATING COMMITTEE REPORT – Dr. Judith Strother

Dr. Strother reported that the decision made by the nominating committee was to re-nominate Dr. Gallo for Chair of Graduate Council.

Dr. Gallo thanked Dr. Strother for her report and per Robert’s Rules of Order discharged the nomination committee. He then thanked Drs. Strother, Perlman, and Dshalalow for their service.

He stated that per Robert’s Rules of Order, the Chair is required to call for further nominations from the floor. He reaffirmed the nominating committee has nominated Dr. Gallo for Chair of Graduate Council and then called for any further nominations for chair. No further nominations resulted.

He stated that if there are no further nominations for Chair of Graduate Council, then without objections, the nominations are closed. He announced that voting will take place at next month’s meeting by written ballot to provide the opportunity for write-in candidates.

5) INFORMATION ITEM (PART 1 OF 2)

Dr. Gallo introduced an information item that revisited the concept of “curricular change process,” presented to Council at the October 2014 meeting. This item was precipitated by various informal conversations he has had with several faculty members over the past few weeks. He reminded Council of the following points and he implored members to share this information with their academic units:

- The concept of “curricular change” is not restricted to coursework. It includes any changes to academic programs and graduation requirements as well as curricula.
- Curricula changes are effective at the beginning of an academic year (fall semester).
- Curricula changes must be published in the university catalog before taking effect.
- Although GP 2.6.5 indicates that academic units may specify additional requirements for their doctoral degrees, GP 2.6.5 also indicates “it is essential that such additional requirements be clearly defined in the University Catalog.”

As an example, if an academic unit in December 2014 decided to require its doctoral students to publish an article or give an open seminar of their dissertation research, the earliest this requirement can be effective is Fall 2016, and that assumes this change in graduation requirement is written in the 2016–17 University Catalog.
6) **COMMITTEE ON STANDARDS REPORT – Dr. Rosemary Layne**

Dr. Layne reported that Committee on Standards met on February 12, 2015 and put forth two recommendations for consideration. The first is the request to revise GP 4.2.3 *Graduate Council – Term of Membership* and the second is the request to revise GP 2.6.4 *Dissertation Preparation and Defense* to include the addition of GP 2.6.4.1 *Open Seminar*. She indicated that the recommendations will be discussed as each item is presented as part of today’s agenda.

7) **ADDING A NEW MAJOR – Graduate Certificate in Acquisition and Contract Management**

*Unanimously Approved*

Request is made by the Department of Extended Studies (ESD) to add a new graduate certificate in Acquisition and Contract Management.

Dr. Richardson advised that ESD had previously suspended all certificate programs with the goal of revising curriculum and creating relevant assessment mechanisms to enable new certificate programs to be added to the curriculum. This proposed certificate program contains strong assessment measures as well as current material that is generating strong interest from students at his Virginia sites.

On a motion by Dr. Vamosi and a second by Dr. Richardson, the request made by the Department of Extended Studies to add a new graduate certificate in Acquisition and Contract Management was unanimously approved.

8) **GRADUATE POLICY REVISION**

*Revision Unanimously Approved*

Request is made by the Director of Graduate Programs that Graduate Council revise *Graduate Policy 4.2.3 Graduate Council, Term of Membership.*

Dr. Gallo stated that this request was unanimously approved by the Committee or Standards and therefore is presented to Council as a motion and second. He invited Dr. Vamosi to summarize salient points made from the meeting.

Dr. Vamosi said that this request resulted from the recent vote that occurred to replace Dr. Maul on Graduate Council before his term of membership expired. He reported that questions were raised about whether a vote from ex-officio members was really needed. Dr. Vamosi stated that all present were in favor of the following revised language.

“....If a member of the Graduate Council cannot complete the two-year term due to resignation from or termination by Florida Tech, the academic unit head will appoint a replacement for the unexpired duration of the term. If a dean or academic unit head wishes to
replace a representative for any other reason, the academic unit head will recommend the change, and with approval of the academic dean, provide supporting justification to the Graduate Council, who will make the final determination."

Therefore, the request made by the Director of Graduate Programs that Graduate Council revise Graduate Policy 4.2.3 Graduate Council, Term of Membership was unanimously approved.

9) **GRADUATE POLICY REVISION**

**Current Motion Remanded Back to Committee on Standards for Possible Amendment**

Request is made by Faculty Senate to modify Graduate Policy 2.6.4 Dissertation Preparation and Defense to include a new subsection, Graduate Policy 2.6.4.1 Open Seminar, to require Ph.D. students present an open seminar. Dr. Gallo stated that Council is to note that as worded the proposed addition:

- applies only to Ph.D. and not DBA candidates
- makes no reference to how long the presentation should be
- would make the seminar open to faculty and students, and not to staff members or individuals outside the university community
- represents a graduation requirement
- makes no reference to who is responsible for scheduling and announcing the seminar

The Committee on Standards’ vote to approve this item was 1 in favor and 4 opposed. Because the vote was not unanimous, Dr. Gallo needed a motion, which was provided by Dr. Perlman and second, which was provided by Dr. Boy to open discussion and allow Dr. Palmer to summarize the points of the meeting for this item.

Dr. Palmer said that the intention of Dr. Tenali and Van Woesik was to improve communication and that all Ph.D. candidates should be required to give an open seminar, including staff and outside members being allowed to attend. However, some Standards Committee members felt that an all-encompassing requirement is an obstacle toward meeting graduation requirements. He stated that the positives were that a presentation would raise the sense of communication and could be a useful tool for student employment.

Spirited discussion ensued with several points being made on both sides. At the end of the discussion, Dr. Gallo presented three possibilities for Council to consider: 1) Call the vote on the current motion. 2) Have someone move for subsidiary motion to amend which would require re-wording of the current motion. 3) Move for subsidiary motion to postpone which could also incorporate the opportunity to amend the current motion.

Dr. Perlman moved to postpone and have the current motion remanded back to the Committee on Standards for possible amendment and a second provided by Dr. Boy. The vote was called 10 in favor to amend and six opposed.
10) **INFORMATION ITEM (PART 2 of 2)**

   Office of the Registrar is advising Graduate Council of the level restriction to be placed on undergraduate courses restricting graduate students.

   Dr. Gallo stated that because this is an information item, no motion, second, or voting is required. Dr. Gallo invited Ms. Young to open conversation.

   Ms. Young added that this procedure will address tracking and monitoring of graduate students taking undergraduate courses. She noted a need for a mechanism to be in place (effective with fall 2015 registration) due to past abuse with serious ramifications. She elaborated that before the student is able to register for an undergraduate-level course, all signatures and justifications are required on the Permission for Graduate Student to Take Undergraduate Course form.

   A question was raised about the differences between the current form existing on the Registrar’s website and the revised form included in the Graduate Council packet. Dr. Layne responded that the major change is the addition of section B (Undergraduate Course Requested to fulfill deficiency or for personal enrichment).

   It was noted by a council member that the language “personal enrichment only” might be misinterpreted as the course not being relevant to a student’s area of study.

11) **ANNOUNCEMENTS**

   Dr. Gallo announced that the next Graduate Council meeting is March 26, 2015, and the submission deadline for materials is March 5, 2015.

With no further business, the meeting adjourned at 1:55 p.m.

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